Medical Communications for Combat Casualty Care

MC4 v1.4.1.0
Lesson Plan/Student Guide

Edition: MC4--STG-TCAM-003

15 November 2004

Containing:

TAMMIS Customer Assistance Module (TCAM)
Automated Information System Manual Version 3.0

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1.0 SCOPE

1.1 IDENTIFICATION

This document constitutes the Lesson Plan/Student's Version to be used to train the TAMMIS customer Assistance Module (TCAM). The training materials include the objectives, equipment, instructional media requirements, training techniques, and methods and exercises.

1.2 SYSTEM OVERVIEW

The TAMMIS Customer Assistance Module (TCAM) is a Windows based, point and click application designed to enhance your medical logistics' capabilities. With TCAM you can research requirements, submit orders to your supplier, and maintain an inventory database. TCAM provides you the ability to perform your routine supply functions with ease and simplicity.

1.3 TERMINAL LEARNING OBJECTIVE

ACTION: Setup the AN/TYQ-106 (V)1 computer and the TCAM application. Using File Transfer Protocol (FTP) connections send and receive files, which include Catalog, Orders, Daily Status, QC Alert Messages, and Substitute Stock list.

CONDITION: Given an AN/TYQ-106 (V)1 computer with MC4 v1.4.x.x, training materials, and minimal coaching.

STANDARD: IAW cited reference.

1.4 DOCUMENT OVERVIEW

This document constitutes the Lesson Plan/Student's Version to be used to train the TCAM users. The training materials include objectives, specific definition and direction to the instructor on learning objectives, instructional media requirements, and conduct of training. This document should be used in conjunction with the TCAM Student Exercise Manual, which contains teaching techniques and methods, exercises, and applications that will enhance the teaching and learning.

1.5 PASSWORDS

System administrators will be provided with the necessary login name and passwords.

1.6 RELEVANT DOCUMENTATION AND TRAINING MATERIALS

AISM 25-HKG-RZS-TCAM-UM 01 September 2004

1.7 SECURITY CLASSIFICATION

This material is UNCLASSIFIED. The MC4 systems as well as the TMIP-A applications are approved to process SENSITIVE BUT UNCLASSIFIED material only.

2.0 TRAINING MODULES

There are **three** modules in the TCAM training course. To the right of each Module heading is the approximate time required to teach the material and have the students complete the related exercises. These times are based upon students with some computer knowledge but who have not used TCAM. The actual time you spend in training, of course, depends upon such variables as class size, student experience and knowledge of logistics. The following is a list of Modules, Lessons, and suggested points to emphasize when teaching.

MODULE 1 – INTRODUCTION (1 HOURS)

Administrative Details
System Overview
System Familiarization
Safety and Preventive Maintenance
Security
Menu Screen and Hierarchy
Reference Material and Online Help

- Use the User Manual
- Use Online Help to Search For Information
- Use Field Level Help
- Request Help Desk/Maintenance Support

MODULE 2 – SYSTEM SETUP (1 HOUR)

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Install TCAM
TCAM Navigation
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MODULE 3 – SYSTEM APPLICATIONS (3 HOUR)

Overview
Daily Loads
Viewing Stock List
Orders
Free Issue
Stock Record Table
Status
Receipt Processing
Issue Control
Automatic Reorder
Printing Options
Contacts
Utilities Menu
Mail
RO Calculation

MODULE 1 – INTRODUCTION

Time: 1 hour

I. OVERVIEW

This course consists of three Modules starting with a system overview and ending with TCAM utilities application. During the course, you will create an Environment Data file pertaining to your activity. Download Catalog, Daily status of Orders, and QC alerts. Send active orders via File Transfer Protocol (FTP) connection. TCAM maintains and updates data files used to manage each local medical supply mission.

II. ENABLING LEARNING OBJECTIVE

ACTION: Setup the AN/TYQ-106 (V)1 computer, identify the safety features, identify TCAM screens, and identify the help features,

CONDITION: Given a AN/TYQ-106 (V)1 computer with MC4 v1.4.x.x, training materials, and minimal coaching,

STANDARD: IAW cited reference.

III. TRAINING METHOD

The instructor will begin with a discussion of the task, followed by a demonstration of the procedure. The student will then complete the practice exercise.

IV. INSTRUCTIONAL GUIDANCE

Administrative Details
System Overview
Safety
System Familiarization
Security
Menu Screen and Hierarchy
Reference Material and Online Help

- Use of the User Manual
- Use of Online Help to Search For Information
- Use of Field Level Help
- Request Help Desk/Maintenance Support

V. CONTENT OUTLINE

Lesson 1. System Overview

The TAMMIS Customer Assistance Module (TCAM) is a Windows based, point and click application designed to enhance your medical logistics capabilities. With TCAM you can research requirements, submit orders to your Supplier, and maintain an inventory database. At your direction, TCAM utilizes two quick File Transfer Protocol (FTP) connections per day. The first downloads the current catalog, the status of your orders, the free issue listing, quality control updates, and an updated substitution table. The other transfers your orders back to your supplier. Once you have downloaded the file, the connection to the server is automatically severed and all functions are performed at your PCs processing speed.

TCAM provides you the ability to perform your routine supply functions with ease and simplicity. Some of the key features of TCAM:

- On a daily basis you can obtain a new, up-to-date stock list that includes the stock number, nomenclature, price, on-hand balance, and all the catalog substitutes.
- The ability to quickly and easily search the database by either stock number or nomenclature to find the desired item. This includes an enhanced search feature that allows you to isolate a list of items based on nomenclature that can be displayed on the screen or printed out for future reference.
- The split screen feature within the stockage list window allows you to simultaneously view both stock list and all substitute items.
- A stock record table allows you to build, update, and track all of your on hand balances and dues in. This screen lists stock number, nomenclature, unit of issue, on-hand balance, due-in, operating level, reorder point, price, location, and Source of Supply (SOS). The table also contains a reorder calculation tool that enables you to set your own reorder points.
- The stock record table eliminates the need to track your supplies on paper records. The table increases the efficiency and accuracy of tracking all stocked items because the table is linked to the order screen, process receipts screen, issue control screen and automatic reorder screen. Therefore, when any changes are made to the on hand balance via issue or receipt of an item or when placing an order, the system automatically updates these changes in the stock record file. At any time you can access your stock record file for a quick summary of all your stocked items.
- The order module minimizes the required keystrokes to create an order, reducing order entry errors and decreasing the time required to create and submit an order. The user has to load a DODAAC, Supplemental Address, Fund Code or APC, then specify an IP Address and set the RIC. Once you open the order module you will initialize the variables (serial number, date, advice code and select the options). Once that is done the data is then replicated for each additional order. You may change these whenever you want.
- The order module is linked to a stock record table automatically updating all on hand balances and due-ins for your records.
- The order module and the research module are linked together, combining requirement research and order creation into one function. Using this feature, you

simply select the desired item in the research module and the stock number, nomenclature, and unit of issue are automatically filled in the order module.

- The order module displays the on-hand balance, maximum release quantity of the selected item, and whether the item is stocked or non-stocked. Additionally, it will warn you if you try to place an order that exceeds the maximum release quantity. You may exceed this number; however, the requisition will be referred to an item manager.
- Once an order is created there are several reports that can be printed. These include the dollar value of your order by either the complete DODAAC or for every loaded supplementary address, a Document Register (DA 2064), or individual DD1348's.
- You can view and print the previous day's status of your orders.
- After orders are created they are held in a queue until you are ready to submit them. Here, orders can be easily reviewed and modified before they are transmitted to the supplier.
- The process receipts screen allows you to receive due in items according to the document number used to request the items and automatically update the stock record file. This screen is linked to the stock record table, which reduces the required information input when receiving. The system knows all characteristics of the item you receive once the stock number is typed in or scanned.
- A safety feature on the process receipts screen will warn you if you attempt to receive more than the due in quantity.
- The issue control screen allows you to track items you issue and the customer you issue those items to. This screen is also linked to the stock record table and will automatically update the active on hand balance upon issue of a supply to your customer. Additionally, a safety feature on the issue screen will not allow you to issue more than the active on hand balance.
- The automatic reorder allows you to reorder all items that have fallen below the operating level with the simple click of one button. This reduces all researching and inputting requirements. This option also produces 80 CC (Card Column) MILSTRIP Orders. This file may be edited if there are items you do not wish to order.
- The ability to use barcodes with TCAM is also available. This function uses 3 of 9 barcodes. Barcodes can be included for issuing, receiving, shelf labels, DD 1348s, and reorder lists. A barcode scanner is a piece of hardware.
- The Find button on the View Stockage List screen allows you to search for an item by part number. So if you have the item in front of you but no stock number the find button will prompt you for the part number.
- QC messages will now show up in the orders screen when and if the item has an accompanying message.
- The free issue screen enables users to view all items currently available through free issue. This screen is tied to the order screen. Therefore, when ordering an item that is free issue a message will appear announcing that the item is available through free issue. The user has the option to order free issue and the items are built on the free issue order screen. (Only for Suppliers that maintain a free issue list)
- TCAM can be obtained by contacting the TAMMIS Customer Support Office.

- TCAM tracks orders by document number with an internal document register. TCAM will correlate the latest status on a particular item and give a color-coded status.

This manual provides you with a step-by-step guide to using TCAM and the many features of that program. If you have difficulty or need assistance contact the TAMMIS Customer Support.

Lesson 2. Safety

The TAMMIS Customer Assistance Module (TCAM) application runs on a computer with an electrical charge and can be dangerous. When working with a computer, use the same common sense precautions you would with any electrical device. For example:

- Do not plug in the computer if you are standing in water.
- Unplug the computer if it is smoking or sparking.
- Do not use an outlet that sparks when you place a plug in it.
- Do not turn on the computer if it has been submerged in water. In such a case exchange it for another.

Also, you should be concerned about the safety of the computer itself. For example:

- Where possible, use a surge protector to protect the computer from voltage spikes.
- Make certain you have the correct AC adapter before plugging it in. An adapter for another computer or piece of equipment could cause an electrical overload and ruin the equipment.
- Perform no actions that could make the equipment unsafe such as conducting repairs for which you are not qualified.
- Do not plug in the computer during an electrical storm.
- Do not drop the computer or leave it out in excessive heat, cold, or humidity.
- Keep the computer dry.
- Repair or replace any suspect or damaged cables.

PRACTICAL EXERCISE

1. Name two safety precautions to prevent electrocution and equipment damage.

   ____

   ____

2. List three safety measures to take in event of an electrocution.

   ____

____

____

Lesson 3. System Familiarization

Using a computer, point out the location of:

- The power switch
- Fn/Ctrl/Alt keys
- Floppy Drive
- CD ROM Drive
- Indicator Panel
- Fan Louver
- Parallel Connector (Port)
- Power Jack
- Mouse Connector

PRACTICAL EXERCISE

Upon instruction from your Instructor, assemble your laptop and boot it.

Are you familiar with the locations and functions of:

The laptop power switch	Yes_____	No_____
Fn/Ctrl/Alt keys	Yes_____	No_____
Floppy Drive	Yes_____	No_____
CD ROM Drive	Yes_____	No_____
Indicator Panel	Yes_____	No_____
Fan Louver	Yes_____	No_____
Parallel Port Connector (Printer)	Yes_____	No_____
Power Jack	Yes_____	No_____
External Input Device Connector	Yes_____	No_____
Power Light	Yes_____	No_____
Emergency Disk Eject Function	Yes_____	No_____

Lesson 4. Security

TCAM users must have Windows NT privileges to logon.

After you press [**Ctrl**+**Alt**+**Delete**], the system will display a U.S. Department of Defense Warning Statement. Read the statement and press **OK**. Enter a valid **User name** and **Password** then click **OK**. You have three attempts to enter your User name and Password correctly. Failure to do so will lock you out. You will not be able to access the applications window until a System Administrator unlocks your account.

The system will prompt you to change your password if the password has expired. This password is stored in the system and valid for 90 days. Your new password must:

- Be ten (10) characters and contain no blank spaces.
- Be different from the User name.
- Differ by more than three characters from your previous password.
- Contain at least two but no more than five Digits [0-9].
- Contain at least two but no more that five alphabetic characters [a-z or A-Z].
- Contain at least one but no more than four principal special characters:

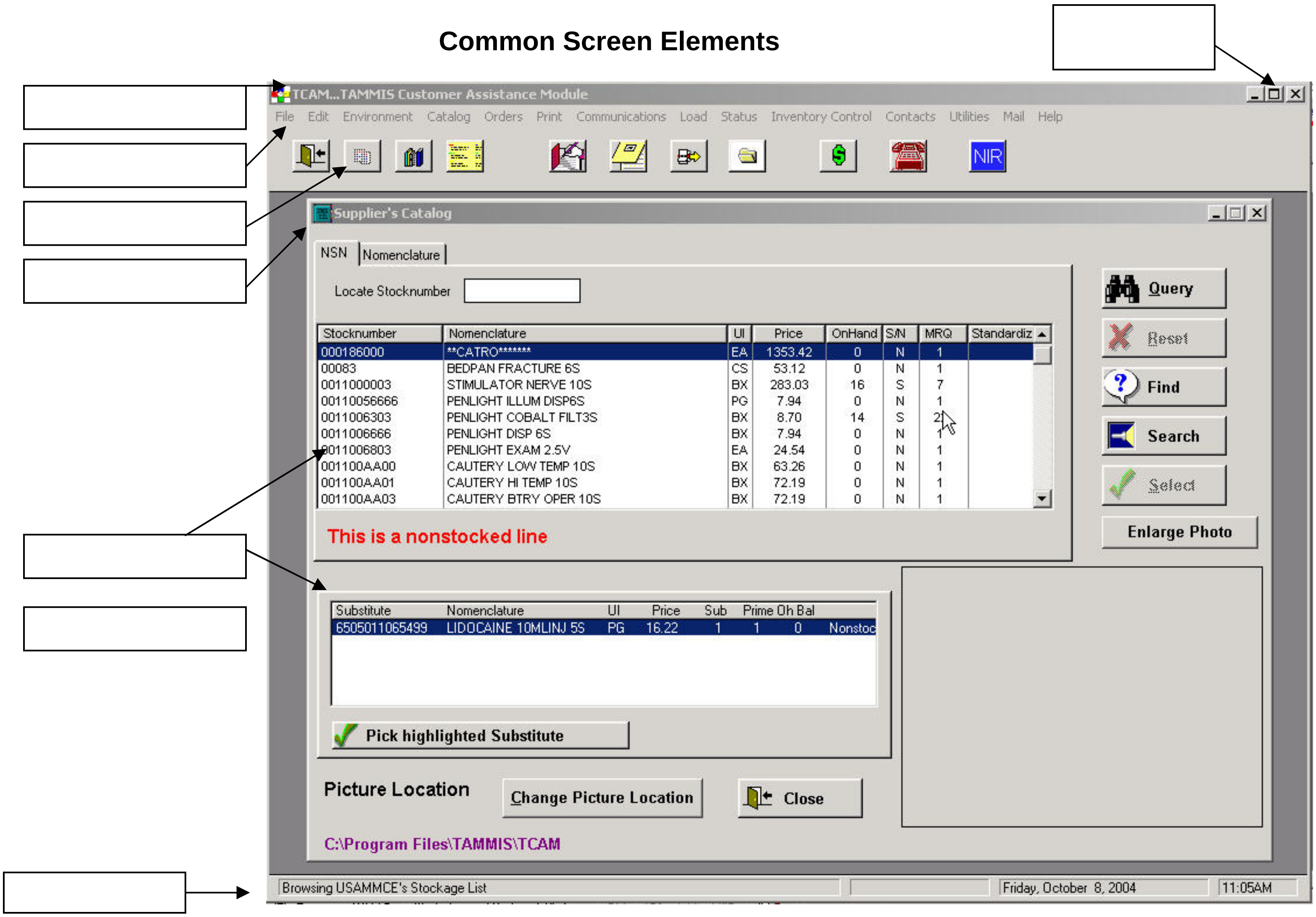
  ! # - $ _ % ? * +

After 80 days, the system will prompt you to enter a new password. You have ten days to do so before your password expires. This new password must meet all the criteria of the old password and you cannot reuse an old password for at least 180 days. If you do not enter your new password within 10 days, the system will lock you out and you will need a System Administrator to reset your account.

After entering the password and logging in, you will only have access to those functions associated with your user's security level. *Instructors can explain that User Roles are a job for the System Administrator and not covered in these lessons. If students still have questions, you can refer them to the System Administration Guide.*

Lesson 5. Menu Screen & Hierarchy

Common Screen Elements



PRACTICAL EXERCISE

Identify the following by placing the number of the topic next to its place on the screen:

1. Application Title Bar
2. Menu Bar
3. Short Cut
4. Function Title Bar

5. Split Screen

6. Task Bar

7. Application Control Menu

Lesson 6. Reference Material And Online Help

Power up your system and log into Windows 2000. Press [**Ctrl**+**Alt**+**Delete**], the system will display a U.S. Department of Defense Warning Statement. Read the statement and press **OK.** You have three attempts to enter your ID and password correctly; failure to do so will lock you out of the system.

PRACTICAL EXERCISE

You are in the field and lost the excellent User Manual that came with your TCAM laptop.

1. Where is the first place to look for more information about the current function or field?

   ____

2. Where could you look for more information on TCAM?

   ____

MODULE 2 – SYSTEM SETUP

Time: 1 hour

I. OVERVIEW

In this module, we will discuss setting up the system. This includes Installation, Set up and Environment Data Set up. Much of this information is crucial to running the system.

II. ENABLING LEARNING OBJECTIVE

ACTION: Install TCAM and Set up the TCAM Environment

CONDITION: Given a AN/TYQ-106 (V)1 computer with MC4 v1.4.x.x, Environmental Data, training materials, and minimal coaching,

STANDARD: IAW cited reference.

III. TRAINING METHOD

The instructor will begin with a discussion of the task, followed by a demonstration of the procedure. The student will then complete the practice exercise.

IV. INSTRUCTIONAL GUIDANCE

The instructor should demonstrate how to:

Install TCAM
TCAM Navigation
Set up Environmental Data

VI. CONTENT OUTLINE

Lesson 1. Overview

TCAM should only be install on a Windows based PC. **Your MC4 system computer should already have TCAM installed**. If you just received the TCAM disk or TCAM is not installed on your computer, Lesson 2 will assist you in the installation process. You can also download the program from the **6th MLMC** (Medical Logistics Management Center) website (**https://medlogspt.army.mil**). Follow the on site instructions to download and install TCAM. This module will address both the Installation, Navigating through TCAM and the Environmental Data set up of TCAM.

Lesson 2. System Installation

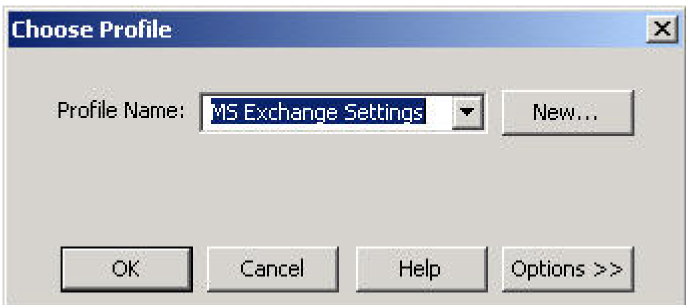
2.1. These instructions will help you **install TCAM** on your PC:

Place the TCAM CD in the CD ROM drive. Go to **Start** > select **Run** > **Browse** > select correct **Drive** (G:) > highlight **Tcaminst.exe** > click **Open** > and **OK**. Follow the Install Shield Wizard's instructions. Accept all the default values through the setup.

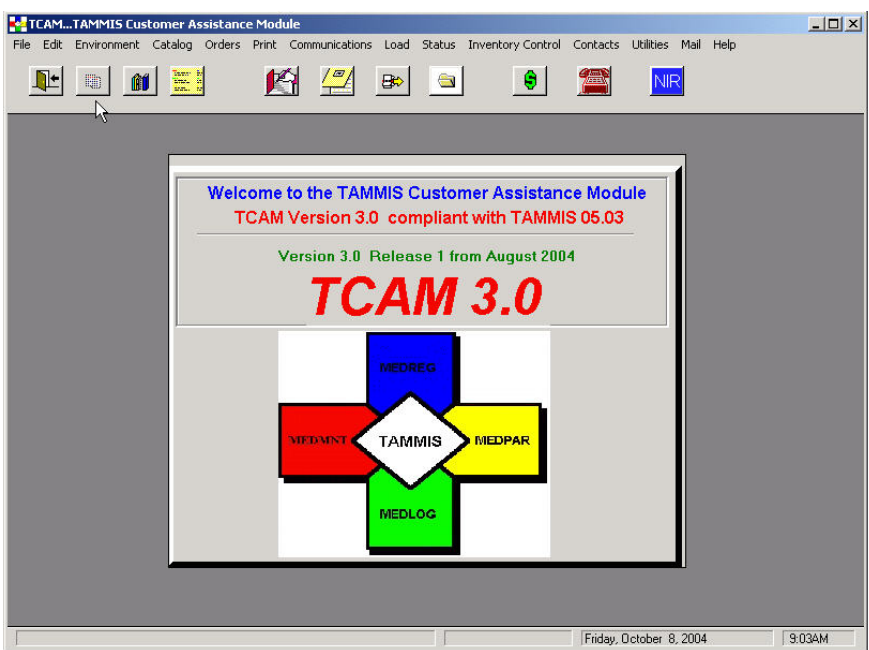
Lesson 3. TCAM Navigation

Now that TCAM is installed on your PC:

3.1. Launch the program: Double Click on the TCAM **icon** the following screen appears:

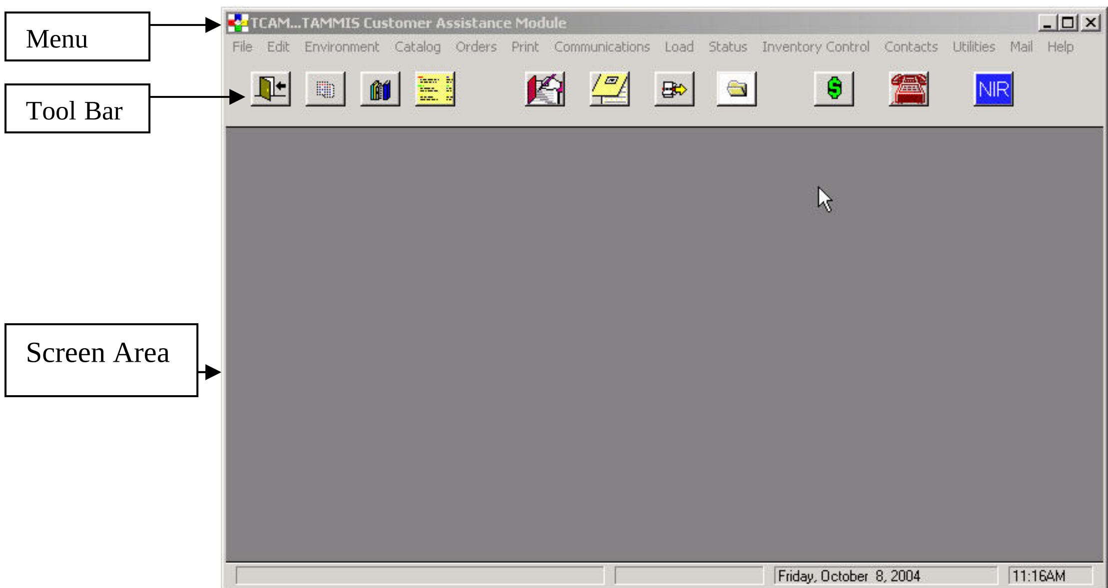


NOTE: The default value will be your PC's operating system values for mail services. If you do not have a mail service set up you can click on **Cancel** and proceed with the operation of TCAM.
Click OK (or Cancel) and the following screen should appear:



The TCAM welcome window displays the TCAM **version** and **release date**. This splash screen will remain for a couple of seconds. You may click anywhere on the splash screen to quickly gain access to the main window.

3.2. Navigating TCAM Main Window



3.2.1. Menu Bar

The Menu Bar has selections for **Environment, Catalog, Orders, Print, Communications, Load, Status, Inventory Control, Contacts, Utilities, Mail** and **Help.**
Each of these will be described in detail in subsequent pages of this manual.

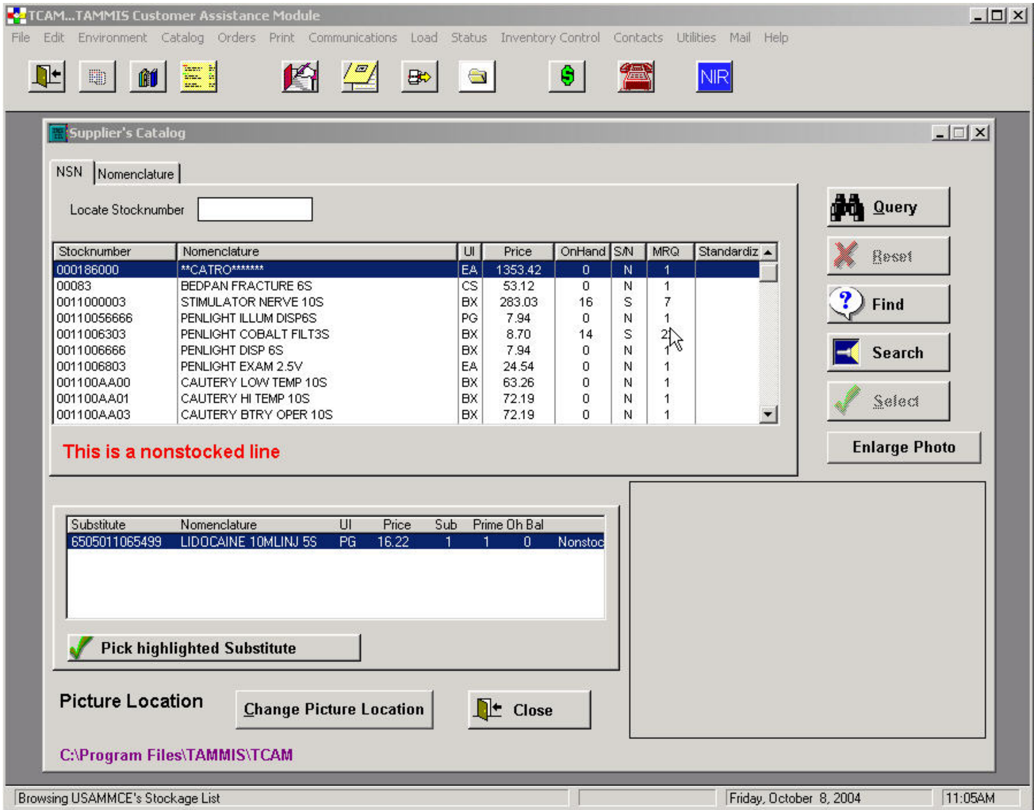
3.2.2. Tool Bar

The Tool Bar contains the icons for the following functions: **Exit, View Stockage List, Order via Supplier's Catalog, Local Stock Record Table, Process Receipts, Issue Control, Automatic Reorder, Price Update Tool, On Line Register**. Moving the mouse pointer over an icon will show the Balloon Help.

3.2.3. Screen Area

The active window will be displayed in this area. You will be able to make entries and conduct searches on active windows as well as view stock list and orders.

Supplier's Catalog opened in screen area.



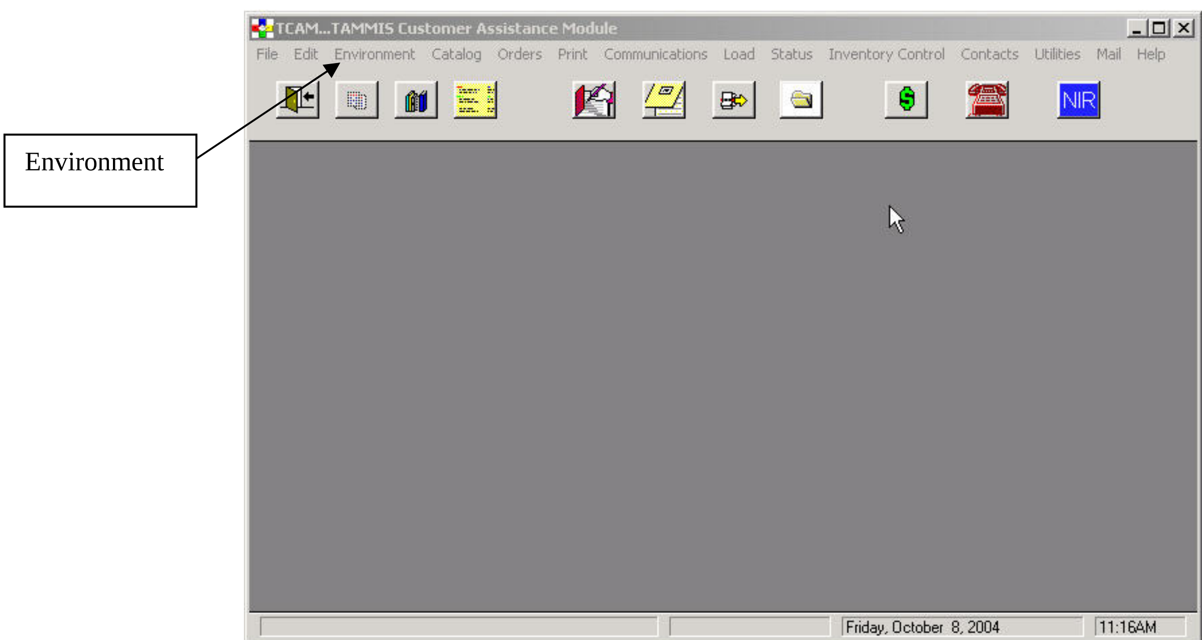
Lesson 4. Environment Set up

4.1. Set-up the Environment fields. The Environment tab in the TCAM tool bar allows you to enter and update information in the Environmental Data files that pertain to your activity. This menu contains the following items on the drop down list:

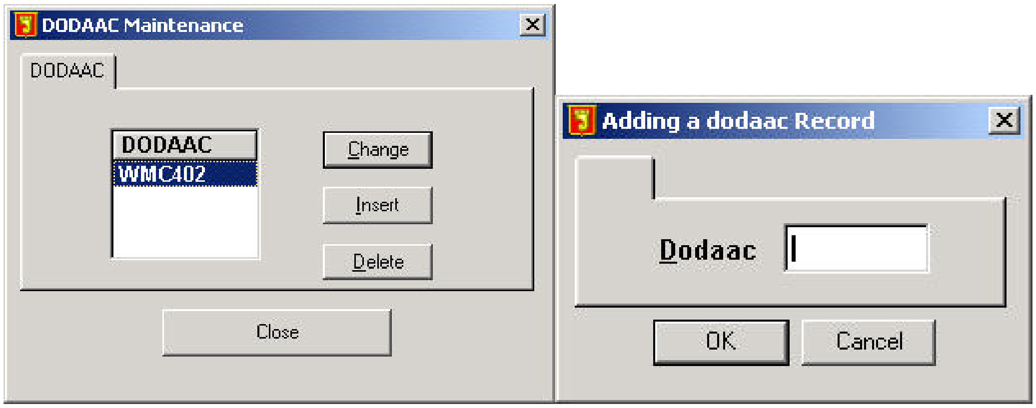
- **Organizations DODAAC** - allows the user to enter the DODAAC that pertains to their activity.
- **Routing Identifier Code** - allows the user to enter/update the RIC that pertains to their activity
- **Setup/Test TCP/IP** connection – allows the user to enter/update LAN connection to the unit's TAMMIS supplier. TCAM was designed to actually have two IP Addresses, one for the download capability and one for the upload capability.
- **Supplementary Address –** enables the user to enter/update the Supplementary Address pertaining to their activity
- **Fund Code Table** – allows the user to enter/update FC that pertains to their activity.
- **APC Table –** allows the user to enter/update the APC that pertains to their activity.

4.1.1. Enter Organization's DODAAC

Click on Environment on the menu bar. A small window with tabs will be displayed: Organization's DODAAC, Routing Identifier Code, Setup/Test IP Connection, Supplementary Address, Fund Code Table, APC Table and Inventory Module Usage Setup.



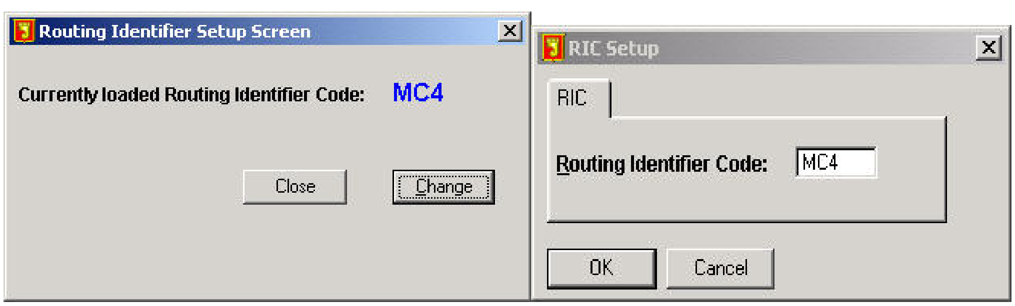
STEP	ACTION
1	From the Environment drop down window select, **Organizations DODAAC**



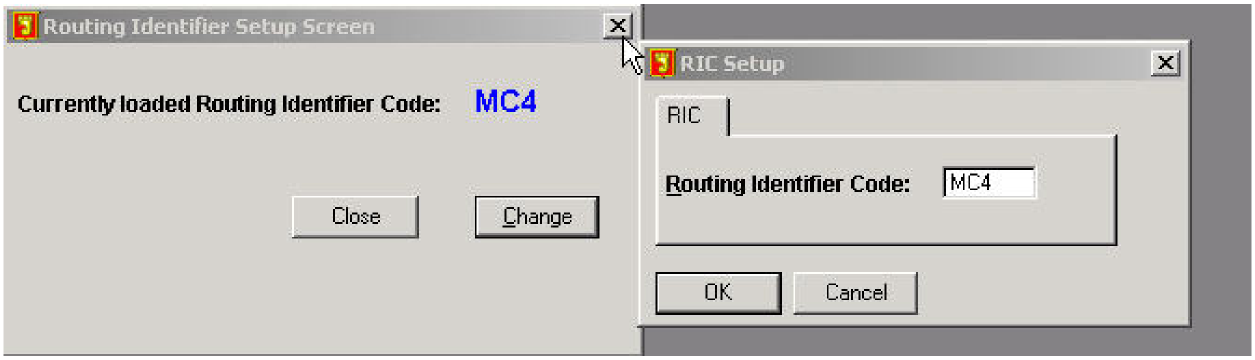
STEP	ACTION
2	In the DODAAC Maintenance window, **Click Insert**
3	**Enter DODAAC** in the Adding a DODAAC Record window, Click **OK** and **Close**
4	To **Delete** or **Change** a DODAAC, Click either Delete or Change and follow the same process

4.1.2. Load Organization's Routing Identifier Code

STEP	ACTION
1	From the Environment drop down window select, **Routing Identifier Code**



STEP	ACTION
2	In the Routing Identifier Setup Screen, Click on the **Change** button
3	**Enter** your organization's **RIC** and Click **OK** and **Close**

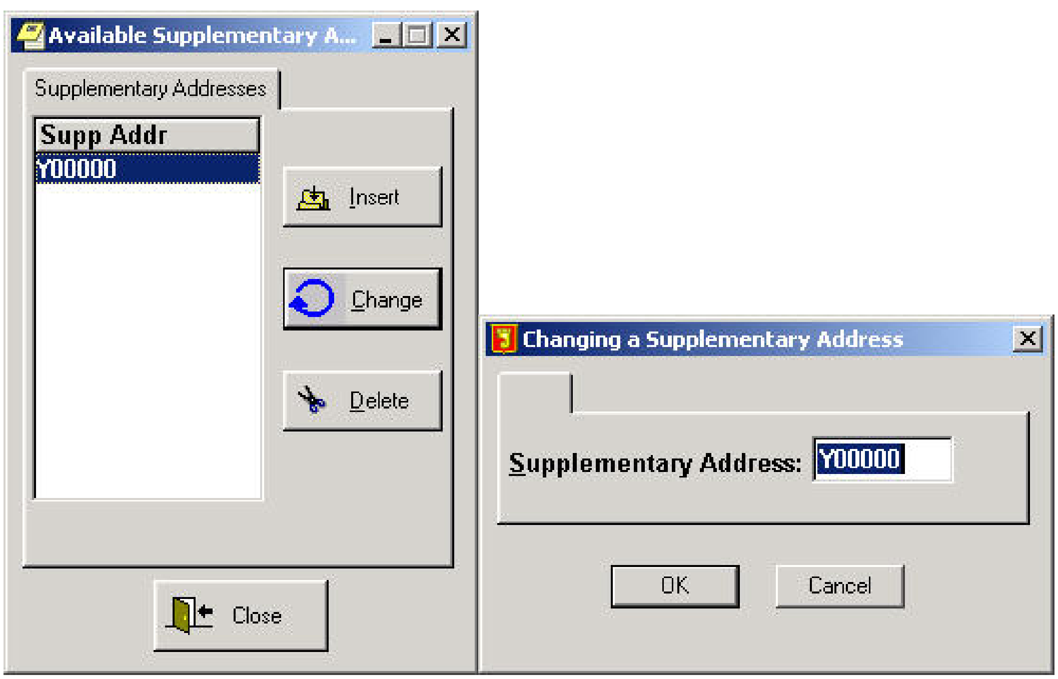


4.1.3. Supplementary Address

If your organization uses supplementary addresses they must be loaded in TCAM.

NOTE: If your organization **DOES NOT** uses a supplementary address, you must enter **<u>Y00000</u>** in the Supp Addr block. If you do not have this field completed your orders will be rejected by your TAMMIS supplier.

STEP	ACTION
1	From the Environment drop down window select, **Supplementary Address**



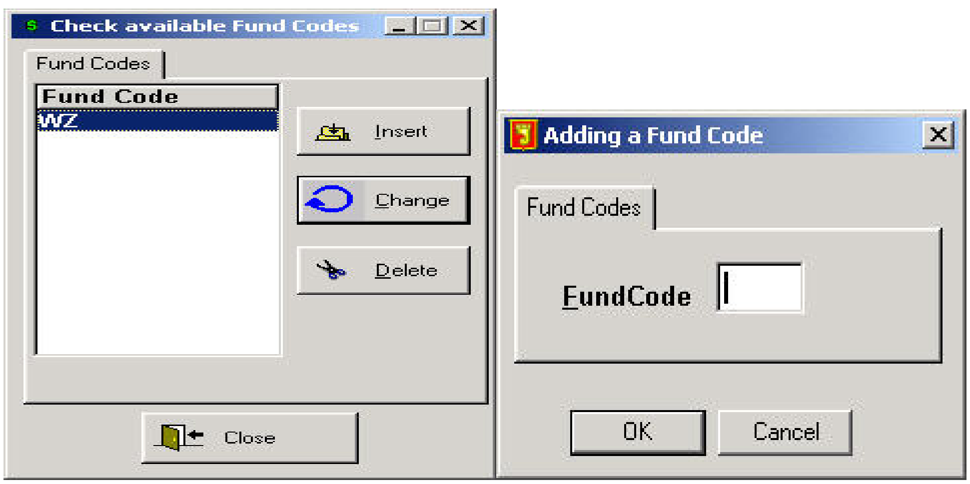
STEP	ACTION
2	Click on **Insert** and enter the supplementary address used by your activity (i.e., YPHARM, YVAULT, FY7453, etc…) Click **OK**. To exit Click **Close** To add more than one address use the same process and Click Close when done
3	**Reminder**: if you do not use a supplementary address, you must enter **Y00000**
4	To **Change: Highlight** the address and select Change. **Change** the address and Click **OK** To Delete: Highlight the address and select Delete. Confirm deletion by pressing OK. Click Close when done

4.1.4. Fund Code Table

NOTE: Whichever one you do not use (Fund Code or APC) you **MUST** blank out the field. If you do not have either a Fund Code or APC, your order will be rejected.

The following Fund Code Table screens will display:

STEP	ACTION
1	From the Environment drop down window select, **Fund Code Table**



STEP	ACTION
2	Click on **Insert** and enter the Fund Code used by your activity, Click **OK**. To exit Click **Close** To add more than one Fund Code use the same process and Click Close when done
3	To **Change: Highlight** the Fund Code and select Change. **Change** the

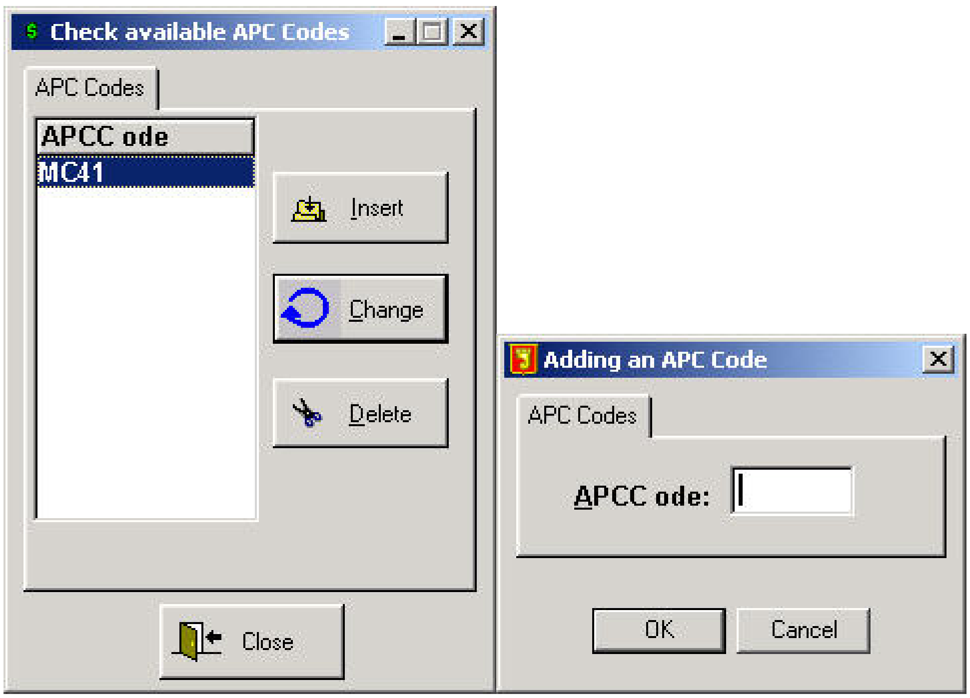
	Fund Code and Click **OK** To Delete: Highlight the Fund Code and select Delete. Confirm deletion by pressing OK. Click Close when done

4.1.5. APC Code Table

NOTE: Whichever one you do not use (Fund Code or APC Code) you **MUST** blank out the field. If you do not have either a Fund Code or APC, your order will be rejected.

The following APC Codes screens will display:

STEP	ACTION
1	From the Environment drop down window select, **APC Table**

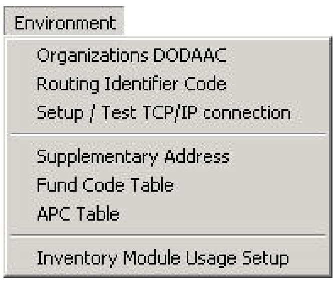


STEP	ACTION
2	Click on **Insert** and enter the APC Codes used by your activity, Click **OK**. To exit Click **Close** To add more than one APC Code use the same process and Click Close when done
3	To **Change: Highlight** the APC Code and select Change. **Change** the address and Click **OK** To Delete: Highlight the APC Code and select Delete. Confirm deletion by pressing OK. Click Close when done

4.1.6. Inventory Module screen

If your activity has stock on hand and does Inventory Control, you must select the **Inventory Module Usage Setup** tab.

STEP	ACTION
1	From the Environment drop down window select, **Inventory Module**



STEP	ACTION
2	The default is set to (**No**). You must select the **Change** button. Then select the **Yes** radio button. Select **OK** to accept the change. **Note**: If you do not wish to use the Inventory Module, **close** the Inventory Module window instead of changing the default of (**No**) and return to the main screen.

STEP	ACTION
3	You will see a change to **Yes** in the Inventory Module screen. Select the **Close** button to return to the main window. The Inventory Module is now ready to be used.

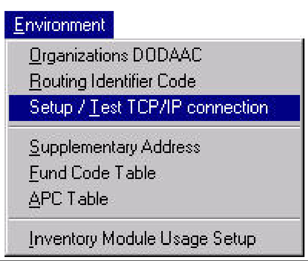
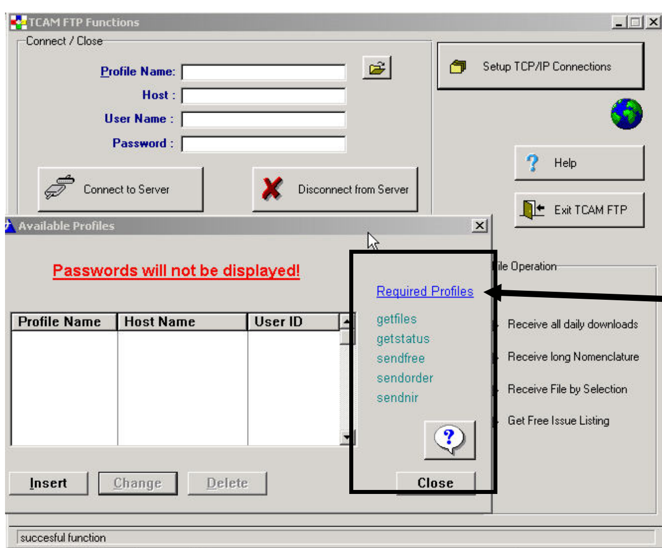
4.1.7. Setup/Test TCP/IP Connection

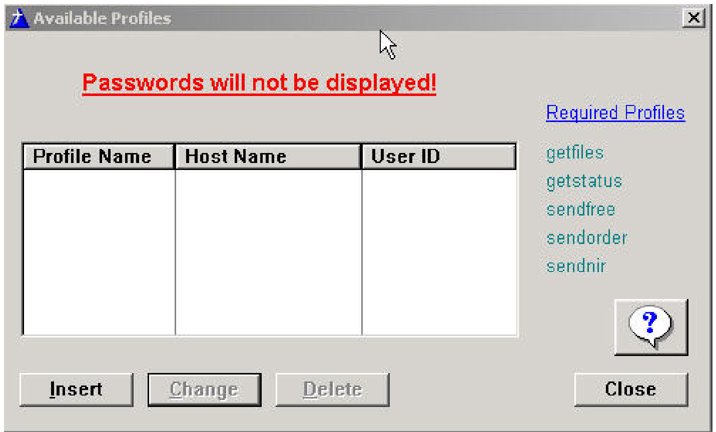
TCAM allows for six profiles to either send or retrieve files. By specifying the IP Address with login and password you can connect to your supplier to send and retrieve these files.

Use the "**getfiles**" profile to specify the supplier (Source of Supply-SOS) to download the catalog, QC alerts, status, and substitutes. Use the "**sendorder**" profile to send orders to your supplier. Use the "**getstatus**" profile to get status from a **source different than your SOS,** to obtain **status only** from your SOS or as **directed by** your logistic support. The **sendfree** profile is used to send free issue orders. The **sendnir** profile is used to send a new item request to your supplier. The various profiles on the TAMMIS box need the correct home directory (IP Address), user ID/PW as part of the path.

NOTE: The environment may be set up by closing out and going back in through the tcp/ip set up or stay in the available profiles setup window and select insert. after completing each profile you must disconnect by clicking twice on the "Disconnect from Server" button.

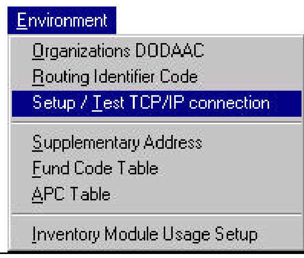
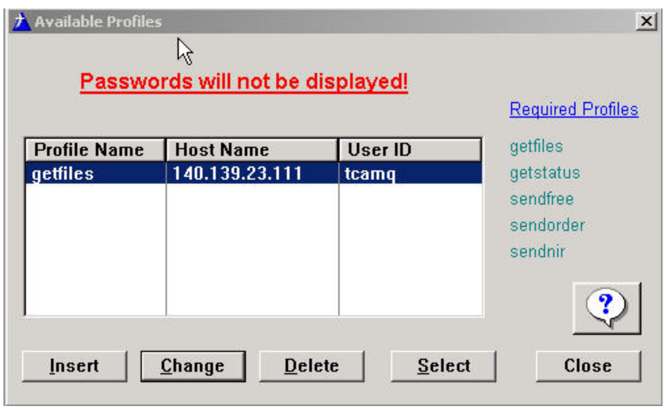
A. Set the getfiles profile

STEP	ACTION
1	From the Environment drop down window select, **Setup/Test TCP/IP Connection** 
STEP	
2	 For "sendfree" and "sendnir" profiles user settings will be provided by SOS.

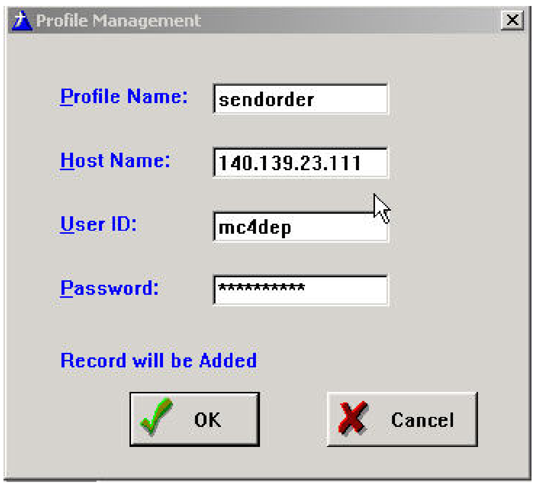
STEP	ACTION
3	Click on "**Insert**" in the Available Profiles box. 
4	In the **Profiles Management Box**, Type "**getfiles**" in the profiles name box.
5	**Tab** to ***or*** position cursor on **Host Name** and enter **IP Address** of the system from which you will receive files Note: These files will include: Catalog, Substitutes, QC Alert Messages and Daily Status
6	**Tab** to ***or*** position cursor on **User ID**, enter the login name for the remote system from which you will receive files
7	**Tab** to ***or*** position cursor on **Password**, enter the login password
	Select **OK** to save the profile.
	NOTE: The login and password must be established on the Host system, the system from which you will receive files Your TAMMIS supplier will provide this information

NOTE: If continuing from the "available profiles window", go to step 2.
If you want to check for connectivity after you set up a profile, click "close" in the available profile window, then click on "connect to server". If the profile is correct, the left pane will populate with files and you will see in the lower left corner of the window "function successful"

B. Set the "sendorder" profile

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>From the Environment drop down window select,
Setup/Test TCP/IP Connection

</td></tr>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>2</td><td>Click on "Insert" in the Available Profiles box.

</td></tr>
</table>

3	In the **Profiles Management Box**, Type "**sendorder**" in the profiles name box.
4	**Tab** to ***or*** position cursor on **Host Name** and enter **IP Address** of the system from which you will receive files Note: These files will include: Catalog, Substitutes, QC Alert Messages and Daily Status
5	**Tab** to ***or*** position cursor on **User ID**, enter the login name for the remote system from which you will receive files
6	**Tab** to ***or*** position cursor on **Password**, enter the login password
7	Select **OK** to save the profile.
	NOTE: The login and password must be established on the Host system, the system from which you will receive files Your TAMMIS supplier will provide this information



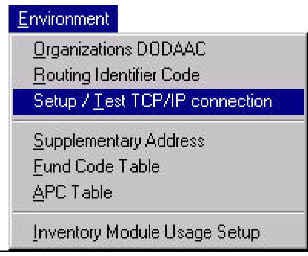
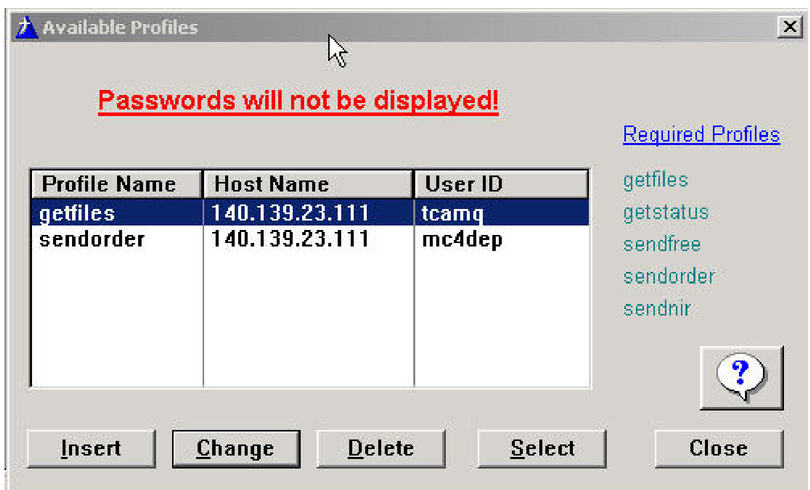
You, the TCAM customer, will need a Host name (IP Address), User name, and Password from your supply activity to setup the "getstatus" profile.

By clicking on the Dropdown Menu for profiles you can select one of the profiles and modify them if necessary. Make sure you **save** all your changes.

NOTE: You must get the required **login and passwords** from your organization's TAMMIS supplier. Your supply activity will be responsible for setting up TAMMIS logins with the correct directories to receive files (getfiles and getstatus), and to send files (sendorder) to the MEDSUP Supported Customer file.

The TAMMIS user will complete the steps that will allow the TCAM user to send and receive files which include; Orders, Daily Status, QC Alert Messages, Catalog and Substitute Stock List.

C. Set the ""getstatus profile

STEP	ACTION
1	From the Environment drop down window select, **Setup/Test TCP/IP Connection** 
STEP	**ACTION**
2	
STEP 3	In the **Profiles Management Box**, Type "**getstatus**" in the profiles name box.
4	**Tab** to ***or*** position cursor on **Host Name** and enter **IP Address** of the system from which you will receive files Note: These files will include: Catalog, Substitutes, QC Alert Messages and Daily Status
5	**Tab** to ***or*** position cursor on **User ID**, enter the login name for the remote system from which you will receive files
6	**Tab** to ***or*** position cursor on **Password**, enter the login password
7	Select **OK** to save the profile.
	NOTE: The login and password must be established on the Host system, the system from which you will receive files Your TAMMIS supplier will provide this information

A "**getstatus**" profile **must be setup** if, you are going to **download status from an activity other than your supplier**, **you are planning to download status only** or **instructed to do so** by your supporting logistics office**.**

If you download status from your Source of Supply using the daily downloads, see Lesson 2 Daily Load - All, then you do not need a separate "getstatus" profile. Your status will be one of the four files downloaded automatically. You will, however, need to load your status. See Lesson 7.

As a TCAM customer you may decide to download, from your SOS, the status of your orders separately. See Lesson 2 Daily Load – Individual. In this example you will need to setup the "getstatus" profile. Since you are not getting all the daily downloads, the program needs a profile in order to make a connection and download the status of your order. This is the same process used if you were getting status from an activity other than your SOS. See Lesson 7.
The supply activity providing support for your area may direct you to use a "getstatus" profile.

PRACTICAL EXERCISE

Your TAMMIS supplier has completed the steps to Build/Update Supported Customer File, which will allow you to send and receive files. The following information must be entered in your Organization's Environment:

DODAAC: WMC402
Routing **I**dentifier **C**ode: MC4
Supplementary **Addr**ess: Y00000
Fund **C**ode **T**able: WZ
APC Table: MC41
TCP/IP Connection:

> Use this Host Name if using the system without connectivity.

Profile Name:	**getfiles**	
Host Name:	140.139.23.111	**127.0.0.1**
Host Type:	Automatic detect	
User ID:	tcamq	
Password:	**will be given by instructor**	
Profile Name:	**sendorder**	
Host Name:	140.139.23.111	**127.0.0.1**
Host Type:	Automatic detect	
User ID:	mc4dep	
Password:	**will be given by instructor**	
Profile Name:	**getstatus**	
Host Name:	140.139.23.111	**127.0.0.1**
Host Type:	Automatic detect	
User ID:	custstaq	
Password:	**will be given by instructor**	

MODULE 3 – SYSTEM APPLICATIONS

Time: 3 hours

I. OVERVIEW

In this module, we will discuss the routine supply functions that the user can perform using the TCAM system. These functions include downloading Daily Loads, viewing Stocklist, Orders, Free Issue (if available), Status and Printing Options among others to ease and simplify routine supply functions.

II. ENABLING LEARNING OBJECTIVE

ACTION: Navigate through the TCAM system and download up-to-date stock list, view catalog, and build-update-track all of your on hand balances and dues in.

CONDITION: Given a AN/TYQ-106 (V)1 computer with MC4 v1.4.x.x, Environmental Data, training materials, and minimal coaching,

STANDARD: IAW cited reference.

III. TRAINING METHOD

The instructor will begin with a discussion of the task, followed by a demonstration of the procedure. The student will then complete the practice exercise.

IV. INSTRUCTIONAL GUIDANCE

Tool Bar Navigation	Receipt Processing
Perform Daily Load	Issue Control
View the Stock List	Automatic Reorder
Orders	Printing Options
Free Issue	Utilities Menu
Stock Record Table	Mail
Status	Help Desk

VII. CONTENT OUTLINE

Lesson 1. Overview

Now that TCAM is installed and your Organization's environment entered, you may begin to perform your routine supply functions. This will begin with daily Downloads, viewing the Catalog, Sending and Receiving orders among other supply functions as explained in this manual.

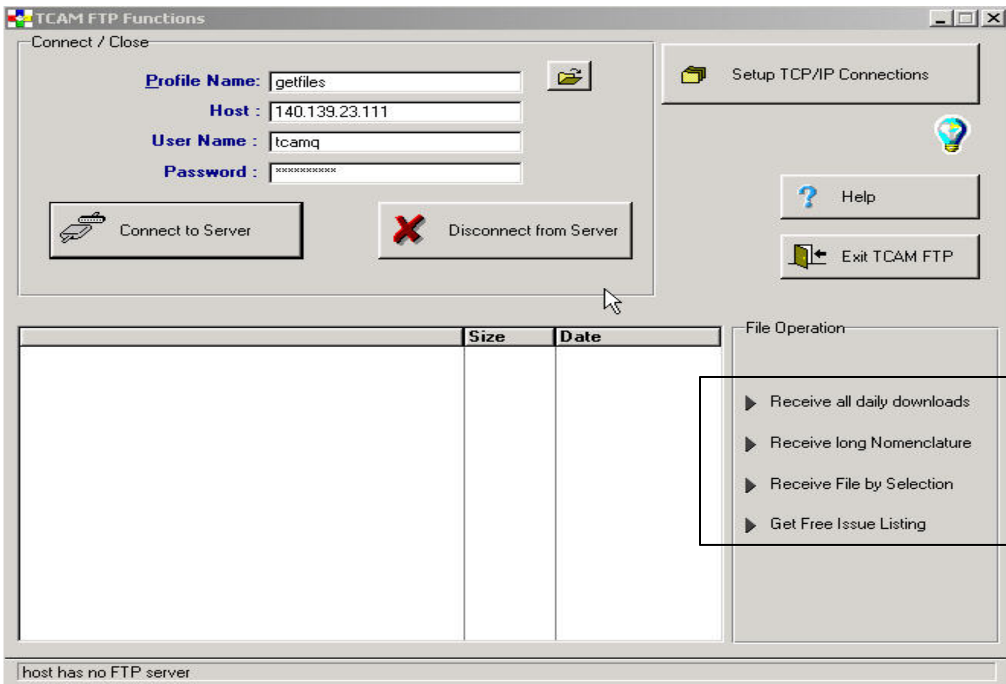
Lesson 2. Daily Load

To ensure you have the most updated information, you will need to load the stockage listings daily. We suggest you do it as soon as you turn your system on first thing in the morning since the process seems to be quicker in the morning than other times during the day.

Downloads: (Select Communications)

a. Click on transfers

b. The **getfiles** profile – allows the user to receive "**all daily downloads**", "**Receive long Nomenclature**", "**Receive file by selection**", and "**Get free issuing listing**" via FTP.



1. **Receive all daily downloads** – downloads the supplier's catalog, substitutes, and QC alerts.

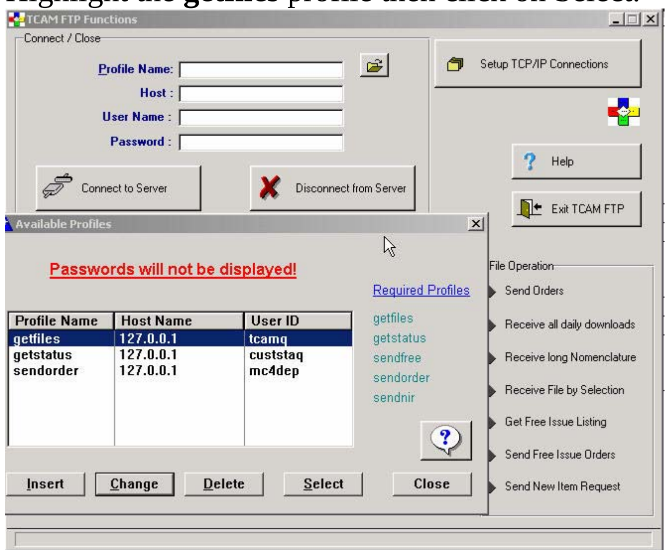
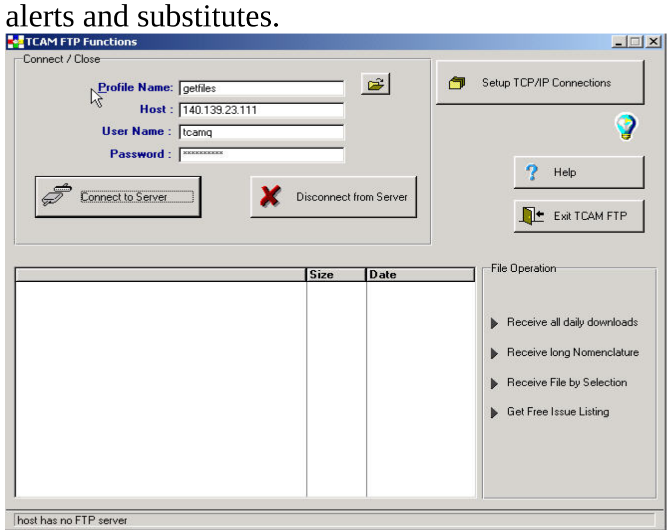
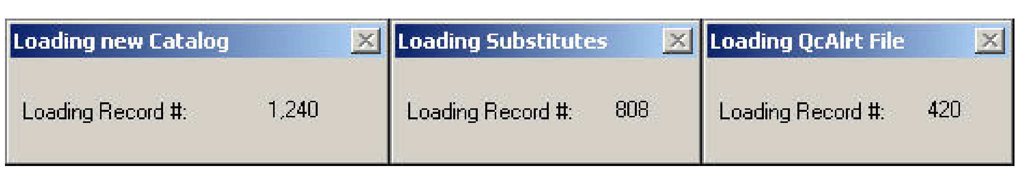
2. **Receive long Nomenclature** – downloads the long nomenclature for an item.

3. **Receive File by Selection** - allows the user to specifically choose which download they want to receive. The user may choose from the following:

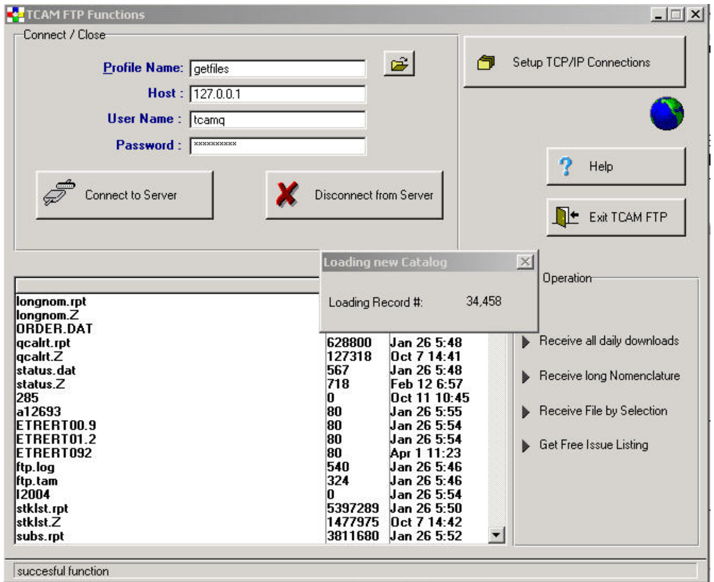
   a. Get daily Status
   b. Get Catalog
   c. Get Substitutes
   d. QC Alerts

4. **Get Free Issue Listing** - allows the user to update the free issue listing **if** the supporting activity supplies a free issue listing.

2.1. Loading the Stockage Listings (Catalog)

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>Click on the Communications tab. Click on the Transfers tab.</td></tr>
<tr><td>2</td><td>Highlight the getfiles profile then click on Select.

</td></tr>
<tr><td>3</td><td>Click on Receive all daily downloads. This will download the catalog, QC alerts and substitutes.

</td></tr>
<tr><td></td><td>
</td></tr>
</table>

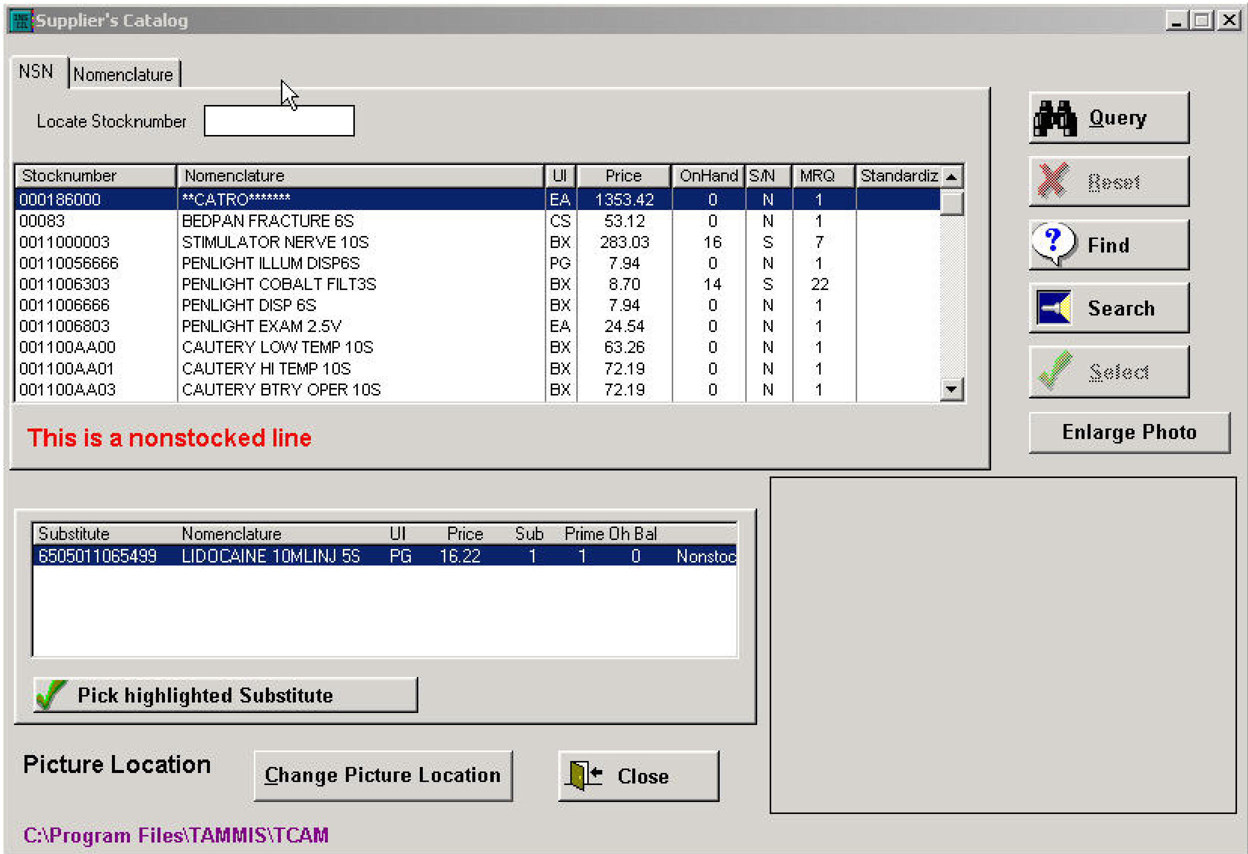
4	Once all files are downloaded, there will be a message that states: "**all files have been downloaded and converted. You need to load daily status separately.**



STEP	
5	Wait until the transfer is complete. Click **OK**

Once the transfers and conversions are done you will be able to view the items cataloged in the TAMMIS and Free Issue systems (if available).

STEP	ACTION
6	You may view items by **Clicking** on **Catalog** and then select either of the sub menus: **View Catalog** or **View Free Issue Stock** (if available). Or you can view the catalog by clicking on the picture of books [**View Stockage List**] underneath the main menu.



An Important point to remember: When you are downloading the catalog for the first time and no information is visible in the catalog, then a transmission problem has occurred and you will need to download once again. Subsequent downloads will also overwrite the old information so you will have the most current information in your catalog.

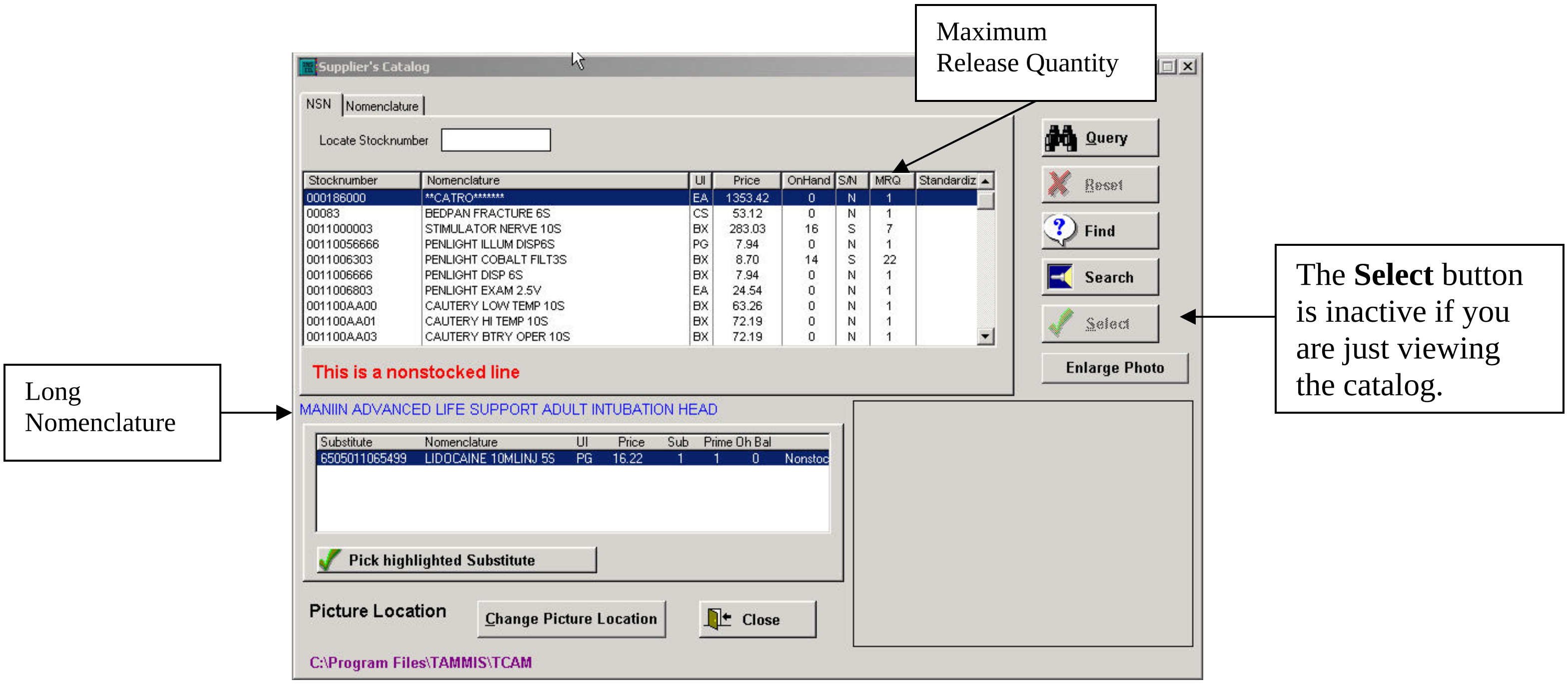
Note 1: Another method to download the files is to individually download them by clicking on **Communications -> Transfers -> Getfiles profile -> Receive file by selection**, and pick the file you want to download. After the specific download, the file will be converted into the TPS database automatically. The FTP connection will close and reset.

Note 2: See Lesson 7 if you select to download the **Get daily status** individually.

2.2. Long Nomenclature Update

This update will have to be downloaded immediately after the **initial** installation of TCAM on your PC and then periodically thereafter. This update will provide a more detailed description of the items stocked. This is a two-step process.

STEP	ACTION
1	**Highlight** an item by using the scroll arrows: If available the long nomenclature **will show up in blue**, above the [Substitution] window



PRACTICAL EXERCISE

Your Organization’s Environment has been established correctly. To ensure you have the most updated information on your system:

1. Download all the listings (catalog, substitutes, QC alerts and status) for the day .
2. Download the Long Nomenclature Update and Load the Long Nomenclature.

Lesson 3. Viewing the Stock List (Supplier's Catalog)

After you have loaded the updated catalog, you can view the stocklist using the methods described below. The **Catalog tab** in the menu bar allows the user to view the **Catalog** and view **Free Issue Stock**.

3.1. Catalog (Stocklist)

Click on the **third icon** from the left, the picture of the books **or** Click on the word Catalog located on the top menu bar and then click on **View Catalog**.

View Catalog allows the user to view the Supplier's catalog table.

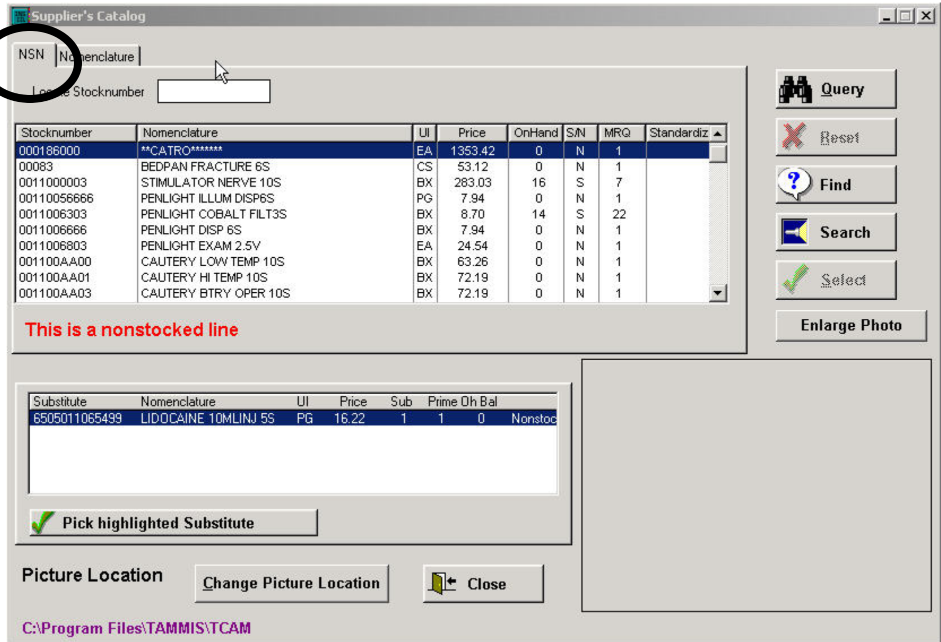
Note: View Free Issue Stock allows the user view the available Free Issue Stock. If items are available for free, the customer will be notified while creating an order for an item available for free. The user has the option to order free issue and the items are built on the free issue order screen. (Only for suppliers that maintain a free issue list).

TCAM has a very user-friendly method of researching the items available to you from your supplier. The two methods of researching the Stock List are by stock number sequence or nomenclature sequence.

3.1.1. Stock Number Sequence

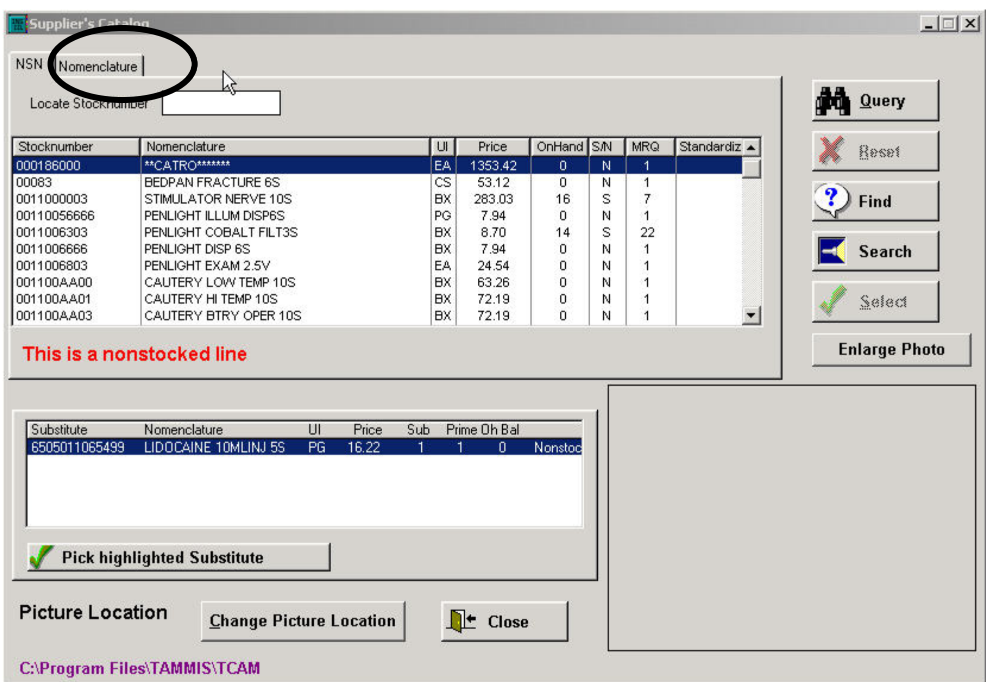
1. Once you have opened up the stock list there are two tabs located in the top left hand corner--**NSN** and **Nomenclature**. The NSN tab is the default so it appears first.

2. Use the window adjacent to the words **Locate Stock number** to enter your <u>number/letter</u> strings. <u>DO NOT LOOK FOR A CURSOR</u> just **begin typing the NSN** and the number will automatically appear in the window. The item associated with the stock number will appear first and will be highlighted. The <u>stock number</u>, <u>nomenclature</u>, <u>U/I</u>, <u>price</u> and <u>on-hand balance</u> will be available to you. The next-to-last column will show whether an item is stocked; **S** for stocked and **N** for non-stocked items. The **MRQ** column advices you on the Maximum Release Quantity for order.



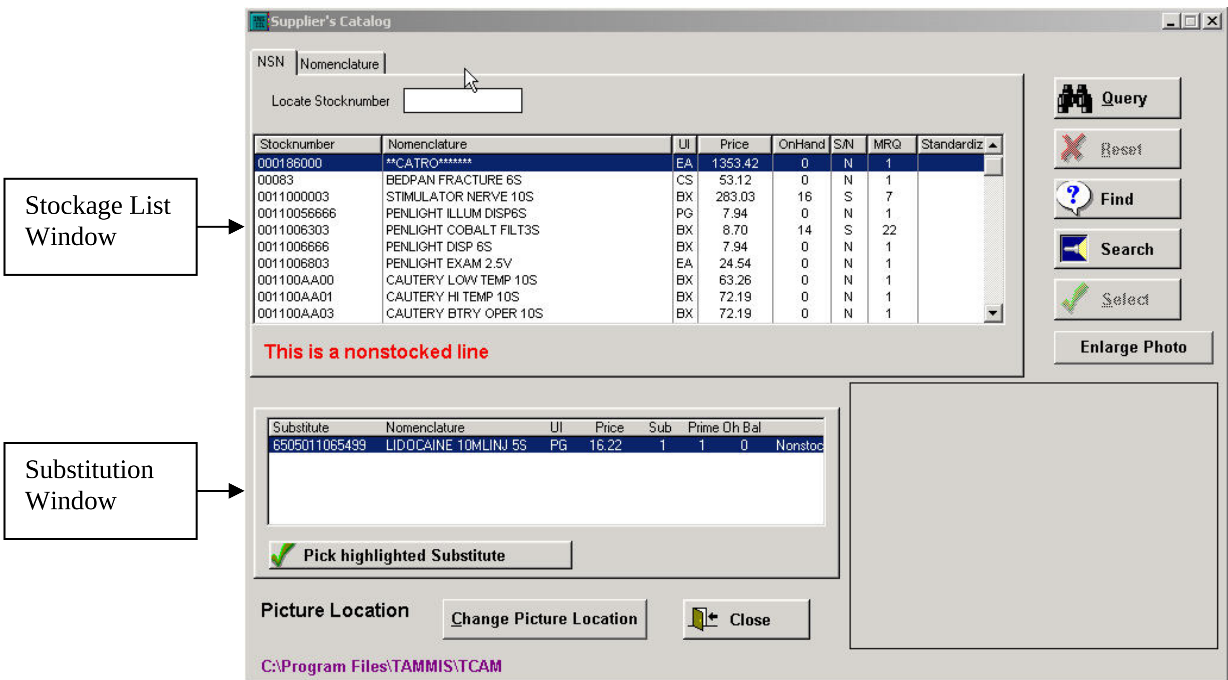
3.1.2. Nomenclature Sequence

If you do not know the stock number of the item you are requesting, you may research by nomenclature.
Click on the Nomenclature tab and **type the name** of the item you are searching. Keep in mind that items will usually be listed by generic versus brand names.



3.2. Substitutions

If an item has a substitute all substitute numbers will automatically appear in the window below the stockage list window. The substitution window lists all substitute items of the stock number highlighted in the above stocklist window. This window includes the following information: **substitute's NSN**, **nomenclature**, **unit of issue**, **price**, **primary unit of issue to substitute unit of issue ratio** (1:2 or 2:4 for example), and the **primary on hand balance**. The substitution window **will appear when searching under both** stock number sequence screen and nomenclature screen.



3.3 Query Tab

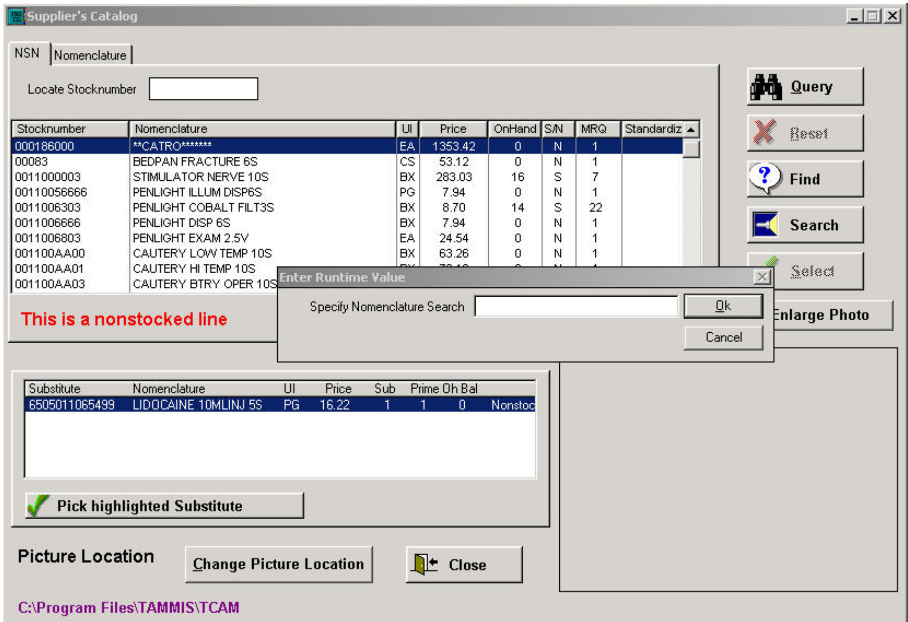
This tab allows the user to insert or use pre-loaded queries as a research tool for specific items. This applies only to items with on hand balances, standardization items, and stocked items.

Just follow the directions on the screen, choose how you want to search for the item and click on finish when done.

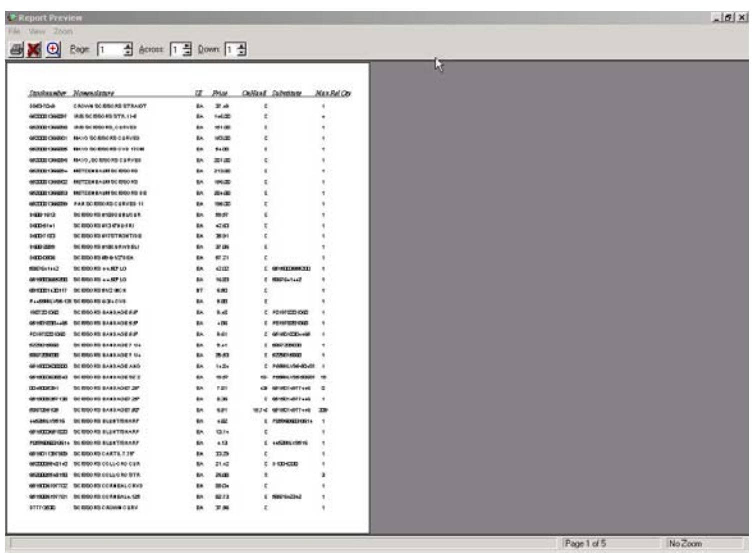
3.3. Search Tab

This research tool helps you build a report of all items containing a certain nomenclature, characteristic, or description.

Click on the **Search tab**.
Select the Nomenclature Tab then
Type your text in the Specify Nomenclature Search window.
Click on **OK** and TCAM will search the stock list to match the text you typed.



The report will be displayed for printing. **To print** the report, click on the picture of the printer located directly below the Report Preview heading.



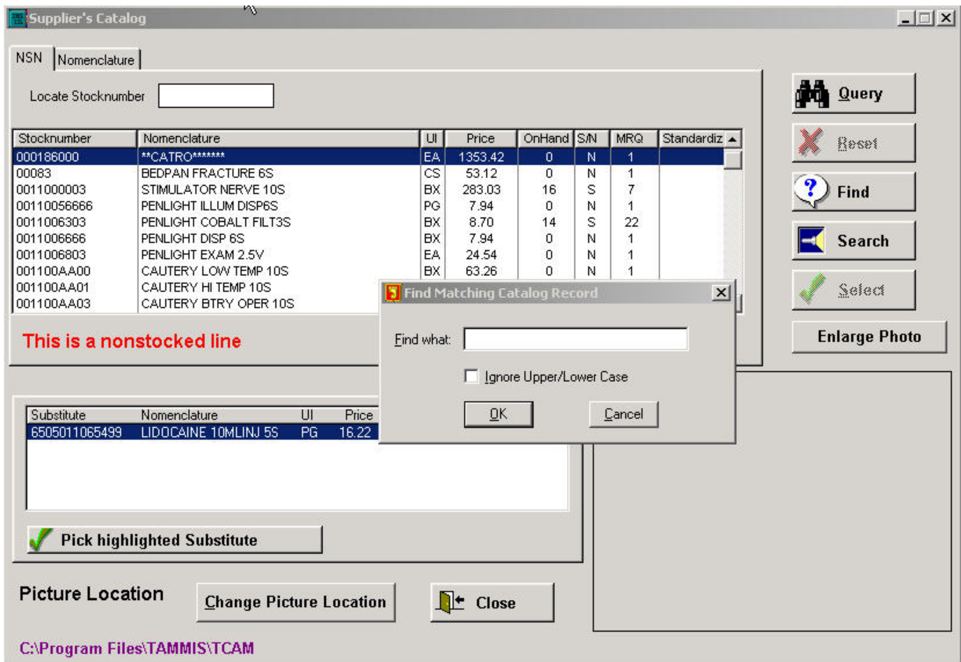
NOTE: If you use more than one word in your text, TCAM will search for items that are cataloged in the same manner. For example, you want a list of adhesive tape available. If you type in <u>adhesive tape</u>, TCAM will produce a report with numerous items on it.

If you type in <u>tape</u> you'll potentially receive pages of items. If you use more than one word they must appear consecutively in the nomenclature field. For example; Catheter Foley will not produce a list of Urethral Foley Catheters because the nomenclature sequence is Catheter Urethral Foley. You <u>may have to experiment</u> with different searches before you find a product that meets your needs.

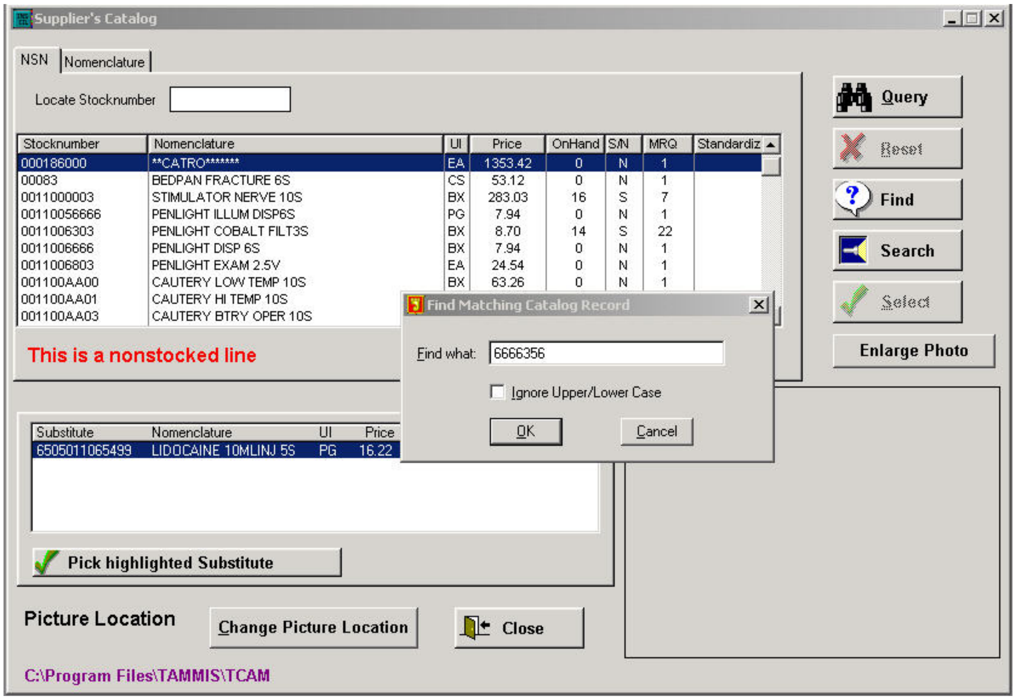
3.4. Find Tab

This **Find** tab/button enables the researcher to locate a stock number of an item using only the **item part number**.

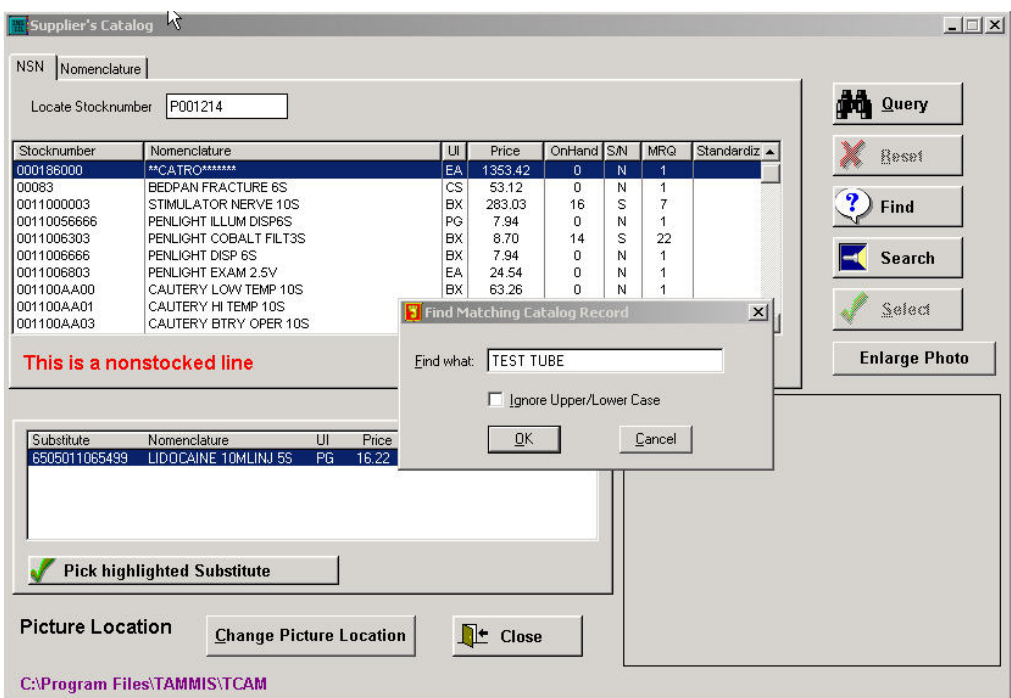
When you **click** on the **Find** tab a window will appear promoting you for the part number which you obtain directly from the item itself.
Type in the part number and click **OK**.



The item will be highlighted and the [Find next matching record] window has a **Find next** button to continue search if this is not the correct item.



NOTE: The [Find what] window will also accept a letter string, similar to the Nomenclature Search done with the Search Tab. The nomenclature sequence must also be followed so you may have to experiment with different searches before you find a product that meets your needs.



PRACTICAL EXERCISE

While viewing your Catalog answer the following question.

1. Locate the stock number _________________________. What is the Long Nomenclature of this item?

____

2. Research the following item by nomenclature: ___________________________. What is the NSN for this item? __________________________________
3. Does NSN ______________________ have a substitute? Yes. What is the substitute NSN? _________________________________
4. Perform a specific nomenclature search for: ______________________________. Do not print the report. How many items appear on the report? _____________.
5. Using the item part number __ __ __ __ __ __ __, what is the long nomenclature and NSN for this item? ____

Lesson 4. Orders

4.1. General

Ordering through TCAM is a two-step process. You must first build your orders where they are held in queue waiting to be transmitted. Once all orders are prepared, you will transfer them to your supplier via FTP. Your supplier will download incoming files several times during the day, so depending on the time you place your order, you could save a day or more in the time it takes to process your order.

In the order process the user can order using the **Supplier's catalog** and the **Local Catalog**. Based on Setup of Inventory Module Usage the due-in balances will be updated. The order module minimizes the required keystrokes to create an order, reducing order entry errors and decreasing the time required to create and submit an order.

You can reach the order screen one of two ways:

1. Click on the **Fourth icon** from the left, which is a yellow box.
2. Click on **Orders** tab at the top of the menu bar and then select Order via Supplier's Catalog or Order via Local Catalog.

These steps will open the [Browse the orders File] window.

There are five items on the dropdown menu of the Orders tab:

a. Order via Supplier's Catalog – allows the user to order from the Supplier's Catalog as a research source.

b. Order via Local Catalog – allows the user to have the option to use the local catalog as the research source. The local cataloged items have to be provided through your main supplier.

c. Free Issue – will run within the ordering module against orders. If items are available for free, the customer will be notified while creating an order for an item available for free.

Check Free Issue Orders – allows the user to order available free issue stock that the supplier has available for free.

d. Document Register

1. View Document Register – allows the user to view the document register for items ordered and received.

2. Delete Selected Records (by date) – allows the user to delete selected records in the document register by a specific date.

e. Delete all Orders

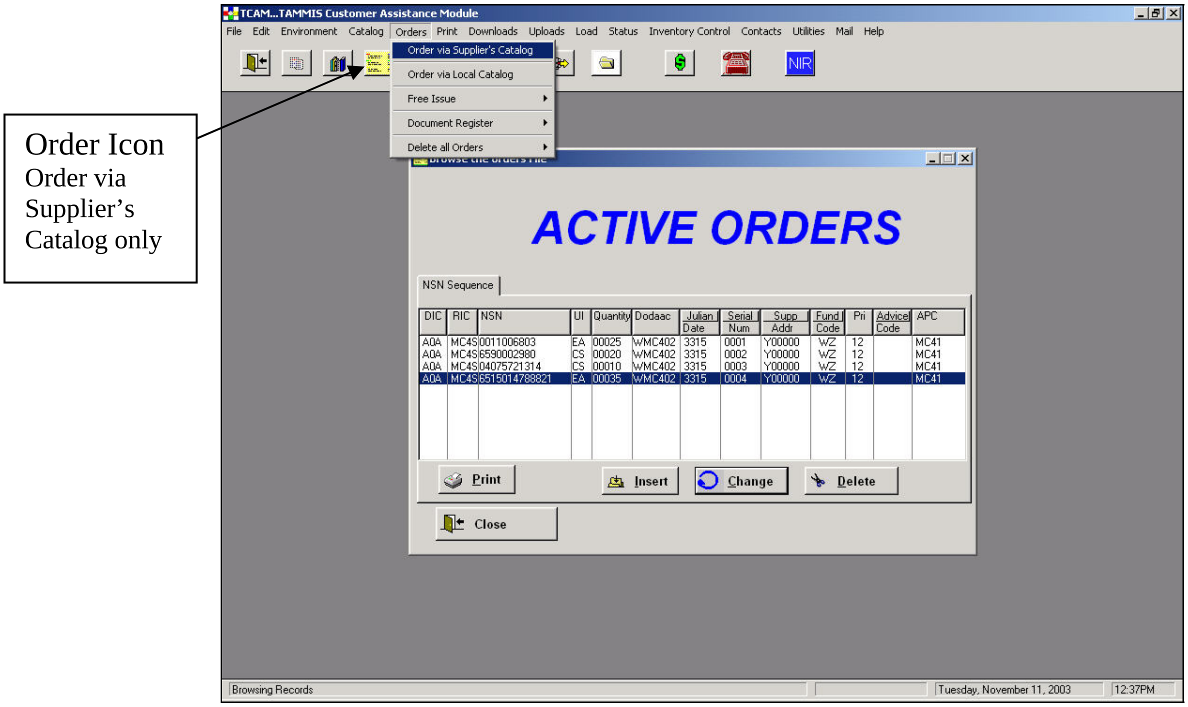
Delete all Orders (Including Free Issue) – allows the user to delete the active orders including free issue orders. This **must be done** after sending orders to the supplier so that the orders will appear in the document register.

4.2. Stocked vs. Non-Stocked Items

Please note that the stockage list screens list both stocked and non-stocked items. You may wonder why we list the non-stocked items if they are unavailable for ordering. Well, actually you **ARE** able to order non-stocked items. Just because an item is non-stocked doesn't mean we can't get it for you. Obviously, if we do not stock the item we will have to order it ourselves to be able to get it to you. The time it will take for you to get the item will be longer than the delivery time for stocked items. It is important for us to know what items you need which we currently do not stock. If we get a certain number of recurring demands for a non-stocked item we will look into stocking that item if we believe the quarterly demands will support it.

4.3. Opening the Order Module

Click on **Orders** at the top of the menu and then **click on either** the Order via Supplier's Catalog or Order via Local Catalog. You may also use the **yellow icon** (fourth icon from the left) next to the set of books. Both of these take you to a screen (Browse the orders File) that will show pending orders, if there are any.

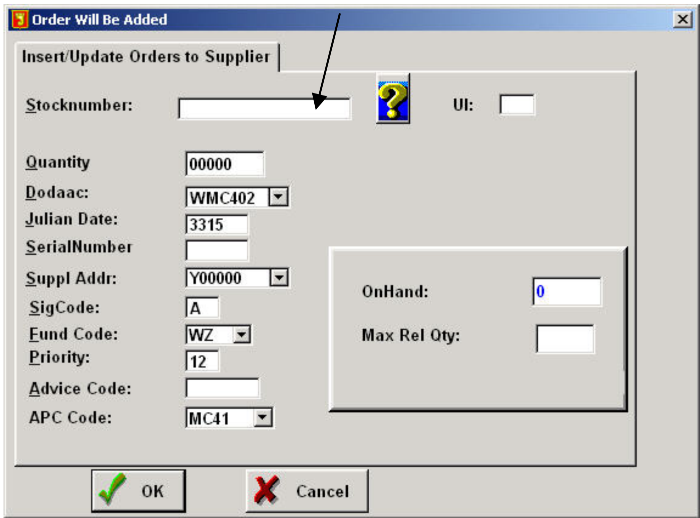


Click on **Insert** to go to the order entry screen called **Insert\Update Orders to Suppliers**. This is where you will build your orders one line item at a time.

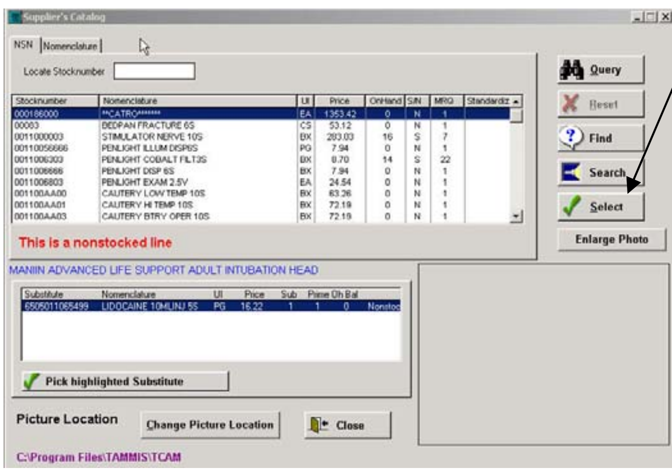
4.4. Ordering

You may jump from field to field using either the mouse or the tab key.
"DO NOT HIT ENTER until the order is finished!!!"

Stock number: Enter the **NSN**. If you don't know the stock number, you can search the database by clicking on the **question mark.**



Clicking on this question mark will take you back to the stocklist of either the Supplier's Catalog or Local Catalog. The stocklist displayed is dependent on which you selected to order from when you opened the Order Module. If you select the yellow icon it will open the Supplier's Catalog only.

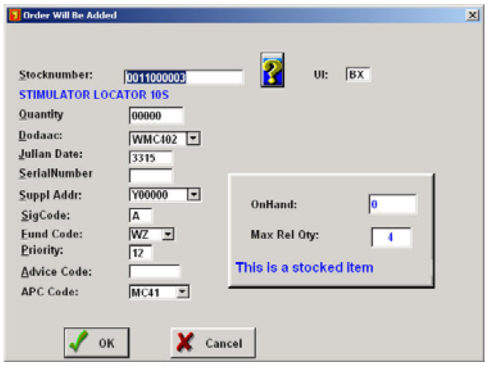


The **Select** button is active in the Supplier's Catalog when you are in the Orders module.

Once you have found the item you wish to order and the item is **highlighted** click on the icon with the **green check mark labeled Select**. The program will then **take you back to the** <u>Insert \Update Order to Suppliers</u> screen where the Stock number, Unit of Issue, On-hand Balance, and Maximum Release Quantity will automatically be filled in from the item you selected on the previous screen.

The system will look at your Environment Setup and will automatically fill in the information required. You need to **fill in quantity** and ensure the **DODAAC**, **Julian** date, **supplementary** address, **signal** code, **APC** and/or **Fund** Code are correct for the order.

For consecutive orders the system will automatically fill in the information again prompting you only for quantity.



Quantity: Enter the desired quantity.

DODAAC, Supp Addr, Fund Code, and/or APC Code: These will show the default values from the environment file. This means that whatever codes you entered into the Environmental set-up File will show up on the order screen. If more than one of the same code has been loaded, click on the upside down arrow key to highlight and select the desired code and the new code will show in the space above.

Julian Date: TCAM will enter the same date that is set up on the laptop. Make sure your laptop has the correct date. Do not use a Julian date in the future. If you do, this item will reject once it hits the TAMMIS MEDSUP system.

Serial Number: The system automatically creates and inputs all serial numbers for each line item requisition. However, if you place an order on separate sessions on the same date, you must manually type the subsequent serial number on your first order of the new ordering session. You should always verify for accuracy.

Signal Code: Enter A, B, J, or other required code.

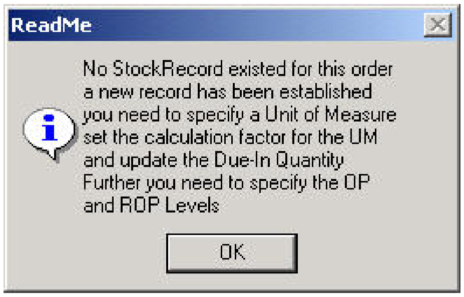
Priority: The default is 12, however, typing over it can change this.

Advice Code: Enter a desired advice code or leave blank.

Press Enter or click on **OK** to accept the order. TCAM will return to the Browse the Orders file screen so you can review and verify that your order is correct before transferring your order.

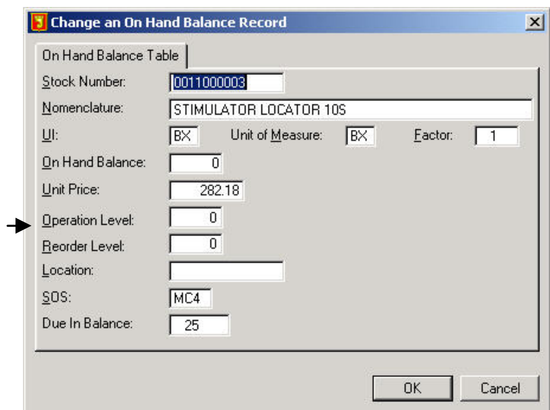
4.5. The Link Between Ordering and The Stock Record Table

When you place an order for an item you currently **do not have** in the stock record table a Window will appear telling you there is no current stock record that exists for the order. The window will also say that it will create a record of this item to track the due in status.



Click on **OK** to accept.

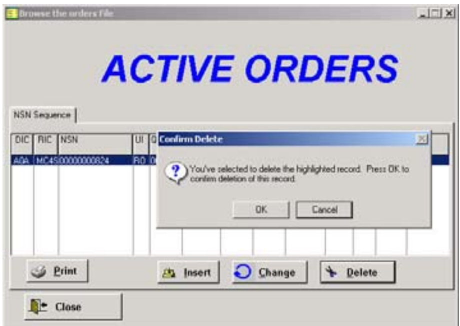
A second window will appear [Change an On Hand Balance Record] in which you can change the Operational level and the Reorder level. You may also select not to update. Click **OK** to take you back to the [Browse the Orders File] window.

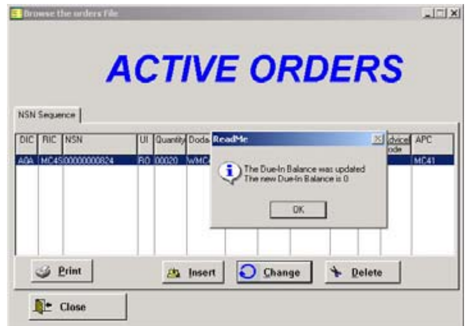


Now, if you **close** the [Browse the Orders File] window.
Open the [Stock Record Table **icon** or {Click on Inventory Control and select Local Stock Record Table}] you will see this newly ordered item in the table with zero in the on hand balance column, but a number in the due in balance column. This shows how the ordering screen and the stock record table are linked if you set the Inventory Module Usage Setup to **YES** in the Environment Setup.

If you place an order for an item you currently have in the stock record table a window will appear informing you of the new due in balance of that item.

Because of the link between the order screen and the stock record table the system is able to calculate all previous pending dues in with the new orders you have just placed. Click on **OK** to accept.
If you then go back and delete any of these orders prior to sending them to the supplier the stock record table will automatically adjust the due in status again and a window will open with a note showing the new due in balance.





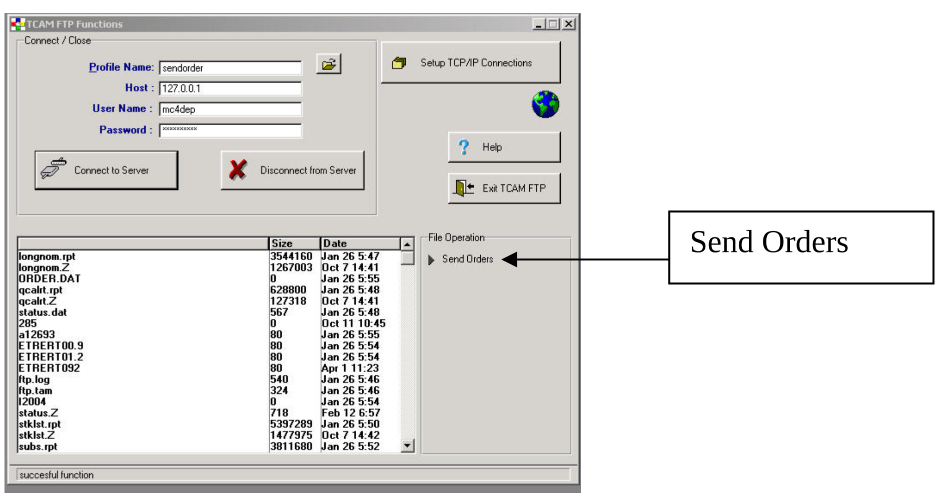
Click **OK** to view the Browse the Orders File window.

4.6. The Link Between Free Issue (if available) and The Order Screen

When placing an order in the order screen that is available from free issue a window will appear informing you of this. The window will say that as of the last download of the free issue stock this item was available for free issue on a first come first serve basis. You have the capability of ordering this free issue item if you would like. Refer to the section on free issue for more information.

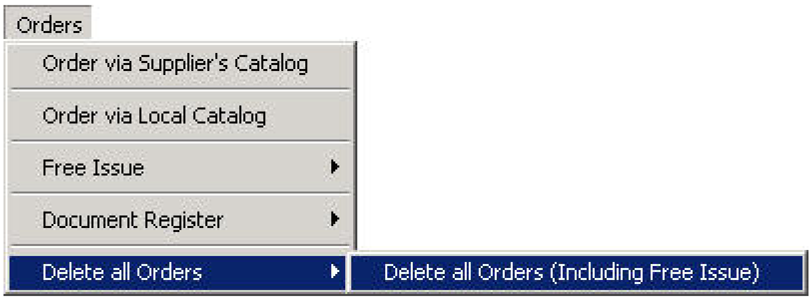
4.7. Transferring Your Order

Before sending your order you must ensure the Browse the Orders File window is **closed** or you will receive the error message **Access Denied**.
Click on **Communications -> Transfers**. Highlight the **sendorder profile** then click on Select. Click on **"Send Orders"**.



4.8. Deleting Orders

Before placing your next set of orders for the **next day** you will want to **delete the previous day's orders**. A good practice is to print the Active Orders printed on DA2064 Form (**see Lesson 11.5**) before deleting the orders. **IMPORTANT!!** You must delete your orders to make the requisitions appear on the **document register**.
Click on **Orders** tab and select **Delete all Orders**



When prompted, select **Yes**. Your orders will now be deleted including free issue.

PRACTICAL EXERCISE

Order the following items and transfer your order to your supplier. Due-In quantity equals amount to be ordered. Set the Operational Level and the Reorder Level for the items. Show that the items are part of your Local Stock Record Table.

Stock Number	Nomenclature	UI	UM	On Hand	Due In	OP Level	ROP
0011055401	CAUTERY HI TEMP 10S	BX	BX	0	5	0	0
0011056666	PENLIGHT ILLIM DISP 6S	PG	PG	0	5	0	0
001311394848	INFUSTION SET 48S	CS	CS	0	10	10	5
001320490202	HOLDER CARPUJECT REUS.	CS	CS	0	10	10	5
0045003352	SCISSORS IRIS 4" LG	EA	EA	0	20	20	10
6505000521367	HYDROXYZINE HCL 10 ML	VI	VI	0	25	25	15
6505001050000	ALCOHOL DEHYDRATED1PT	BT	BT	0	10	10	5
6505001490113	MORPHINE 10MG 1ML 10S	PG	PG	0	30	30	15
6505001539740	HEPARIN 1000U/ML 10ML	VI	VI	0	10	10	5
6505006558366	ISOPROPYL ALC 70% 1PT	BT	BT	0	100	100	50

Lesson 5. Free Issue

5.1. General

To open the free issue screen, click on **Catalog** and then click on **View Free Issue Stock**. A screen will open up, similar to the stockage list, with a list of free issue items visible. Again, there are two tabs located in the top left-hand corner -- NSN and Nomenclature. The NSN tab will always appear first. Use the window adjacent to the words Locate Stock number to enter your number/letter strings. **DO NOT LOOK FOR A CURSOR;** begin typing the NSN and the number will automatically appear in the window. The item associated with the stock number will appear first and will be highlighted. The stock number, nomenclature, U/I, price and on-hand balance will be available to you.

If you do not know the stock number of the item you are requesting, you may research by nomenclature. Click on the **Nomenclature** tab and type the name of the item you are searching for. Keep in mind that items will usually be listed by generic versus brand names.

5.2. Ordering

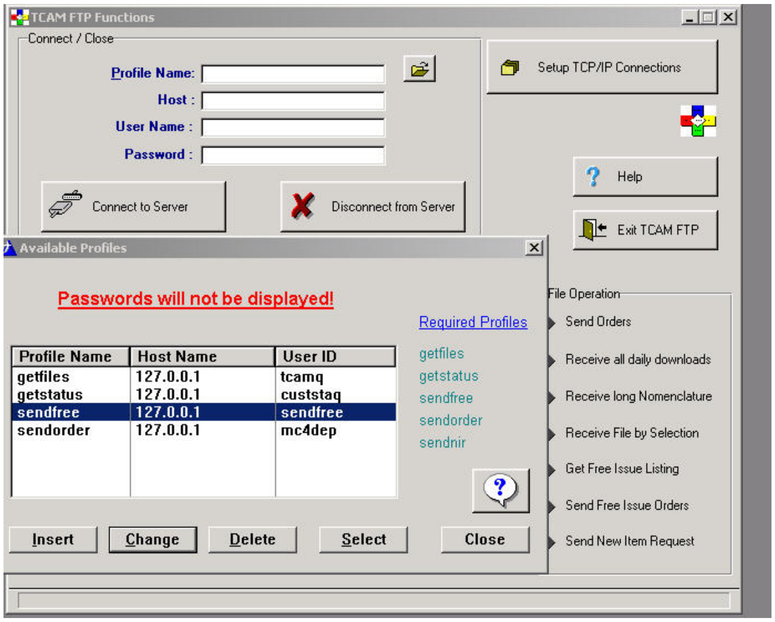
Once you have found and highlighted the item you wish to order from the View Free Issue Screen, click on **Order for Free**. Clicking this button takes you to the **Create Order for Free Issue Stock** screen. Here the system prompts you for quantity, POC, telephone number, PBO, and PBO address if the item is expendable and if the PBO address differs from the unit address. The stock number, DODAAC, and Supplementary Address are automatically filled in. Click on **OK** and the item will be added to your free issue order screen.

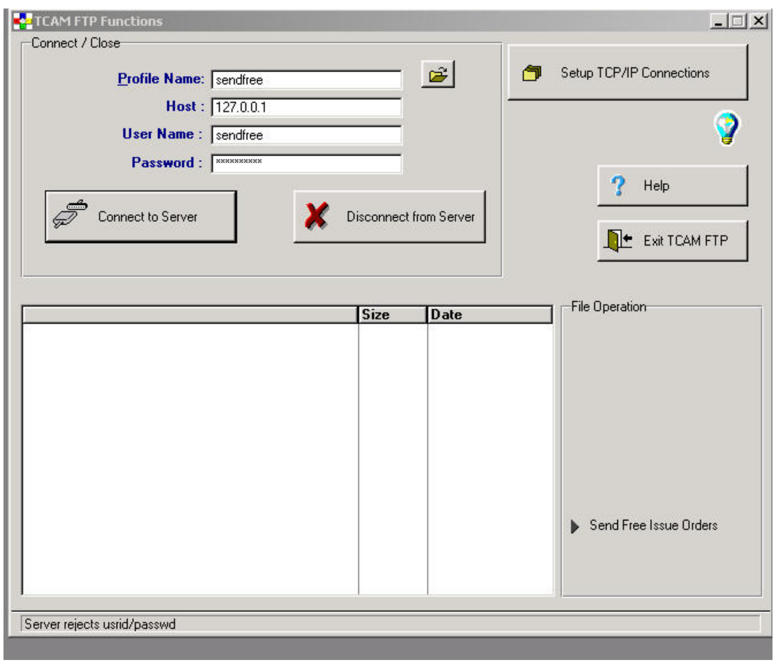
5.3. Viewing the Free Issue Order Screen

The free issue Browse the Orders File screen is a separate screen from the regular Browse the Orders File screen. So as you build orders for free issue items you will not see these items in the order screen along with your regular medical supply requests. To view the free issue items you want to order you must go to **Orders** and then to Free Issue and then click on **Check Free Issue Orders**. A screen will appear listing your free issue orders.

5.4. Transferring Your Free Issue Orders

To transfer your free issue orders, you must have a free issue listing available. Remember that the two screens are not connected and if you send your regular ordered items this will not include your order for free issue materiel. So, go to **Communications -> Transfers,** highlight **sendfree** profile then select **send free issue order**.





Lesson 6. Stock Record Table

6.1. Stock Record Table

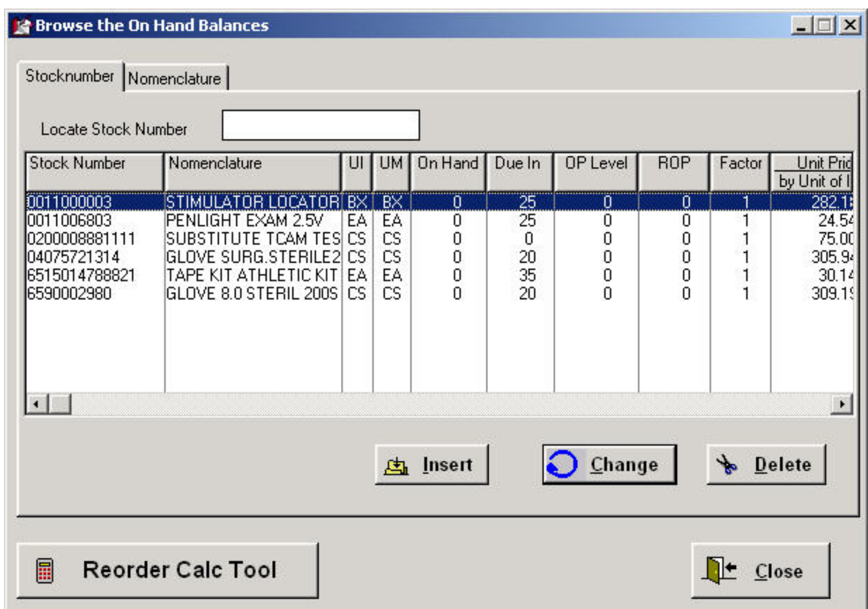
This is a pre-formatted Stock Record Table which you can use to track all of your on hand stocks. This table reduces the need to track all stock with a paper trail. The table can be accessed at any time showing you all stock numbers, nomenclature, unit of issue, on hand balance, due ins, operating levels, reorder points, price, your location of the stocked item, and source of supply. The Stock Record Table is linked to all other screens and will therefore automatically update any changes made to your on hand balance. The

Stock Record file can be searched just as the Stockage List and the Free Issue that were mentioned in Lessons 3 & 5.

6.1.1. Opening the Stock Record Table

To open and then build the stock record file you can either;
Click on the **Inventory Control** window and then Click on **Local Stock Record Table** or Click on the picture of the **red record book and hand with pencil**.

This icon represents the Stock Record Table. Once you have clicked on this picture a screen will appear with the above listed characteristics in column format. Upon initial installation the screen will be empty. Once you input all of your on hand stocks into the system your data will become the initial stock record file.

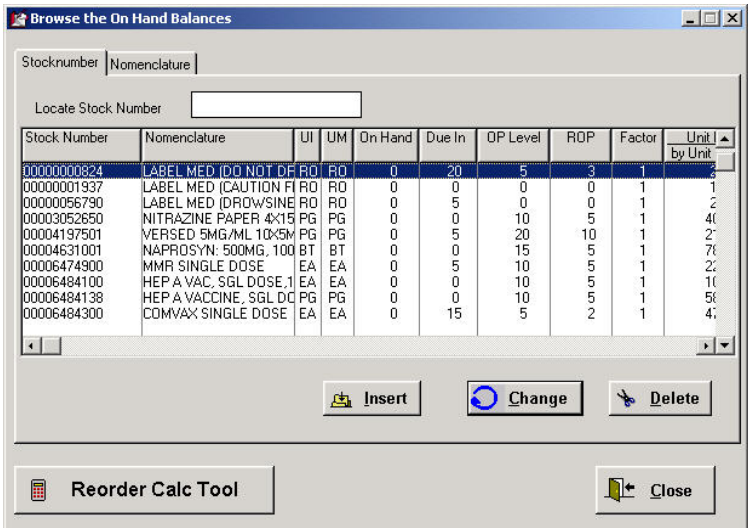


6.1.2. Building the Stock Record Table

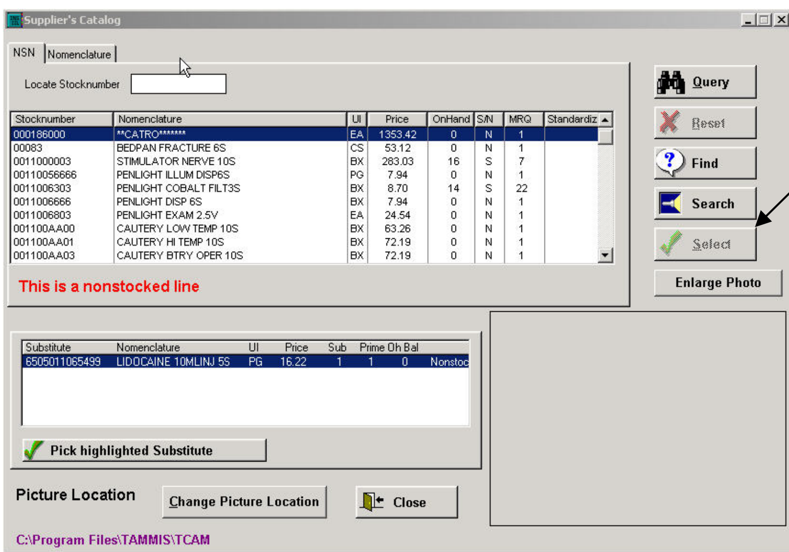
To **input** all of **your current on hand stocks** into the table:

STEP	ACTION
1	Click on the **red icon**.

The screen will open to the table.

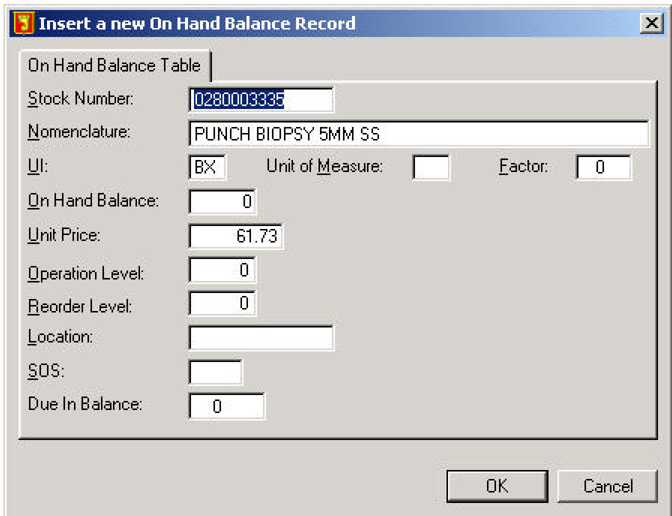


STEP	ACTION
2	Click on the **Insert** tab. Clicking on this tab will take you to the Stockage List [Supplier's Catalog] screen.



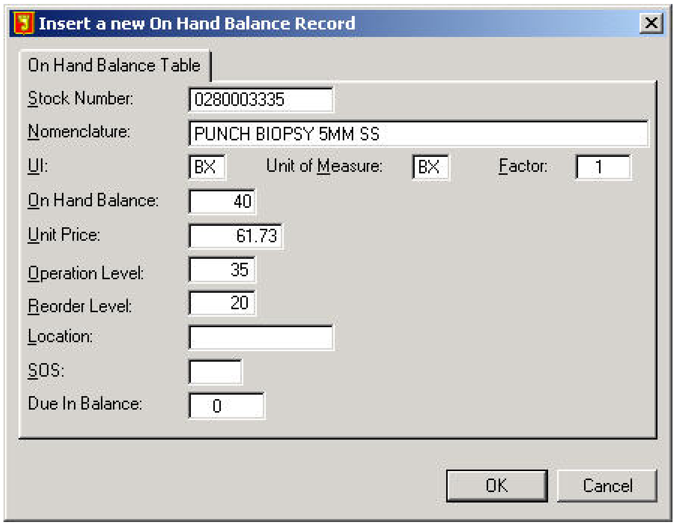
The **Select** button is active when using the Supplier's Catalog to update the Stock Record Table.

STEP	ACTION
3	From here you can begin typing the **NSN** of the items you have stocked. Once the particular item appears in the Locate Stock Number box click on the **Select** tab with the green check mark on it. This will take you to a screen labeled **Insert a New On Hand Balance Record**



The item you selected from the stockage list screen will automatically appear on this new screen with the stock number, nomenclature, unit of issue and price listed.

STEP	ACTION
4	You will then **fill in the on** hand balance, operation level, reorder level, <u>unit of measure</u>, <u>factor</u> and location of this stocked item <u>NOTE</u>: You have the option of maintaining supplier's unit issue or breaking down to unit of measure. Whichever you decide to use, ensure that your on-hand balance reflects the unit you issue to your customers. Once a stock record is built, TCAM will automatically convert receipts into a balance that reflects unit of measure. This is accomplished by **entering a number into the Factor field** of the stock record. This number should be the <u>number of units in the unit of issue from your supplier</u>. The Unit of Issue for an item is **PG** and there are 20 single pieces in that package, your factor will be 20. If supplier's UI is **EA**, the factor will be 1. The price reflected in the Price column will be the price per Unit of Issue from your supplier.



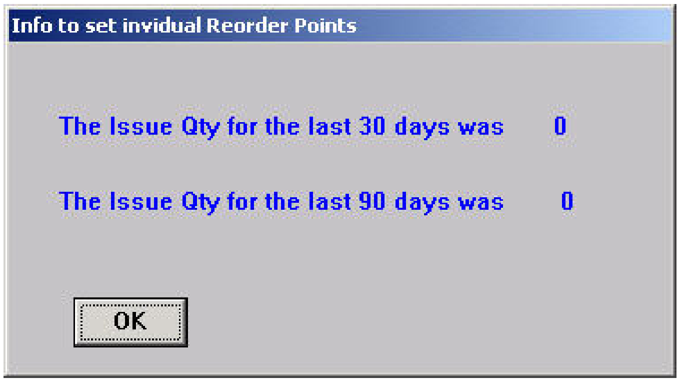
STEP	ACTION
5	Once you have filled out all the boxes Click on the **OK** tab The screen will automatically return to the Stock Record Table (Browse On Hand Balance Table) displaying the information you just inputted.

If you want to input an **item** in your Stock Record Table that is **not listed** in the stocklist (Supplier's Catalog) simply close the stocklist screen once it appears after you have clicked on insert.

You close the screen by clicking the **X** on the upper right corner of the stocklist (Supplier's Catalog) menu screen or click on close. When you close this screen the Insert a New On Hand Balance Record screen will appear again allowing you to manually input your stocked item information.

6.1.3. Reorder Calculator Tool

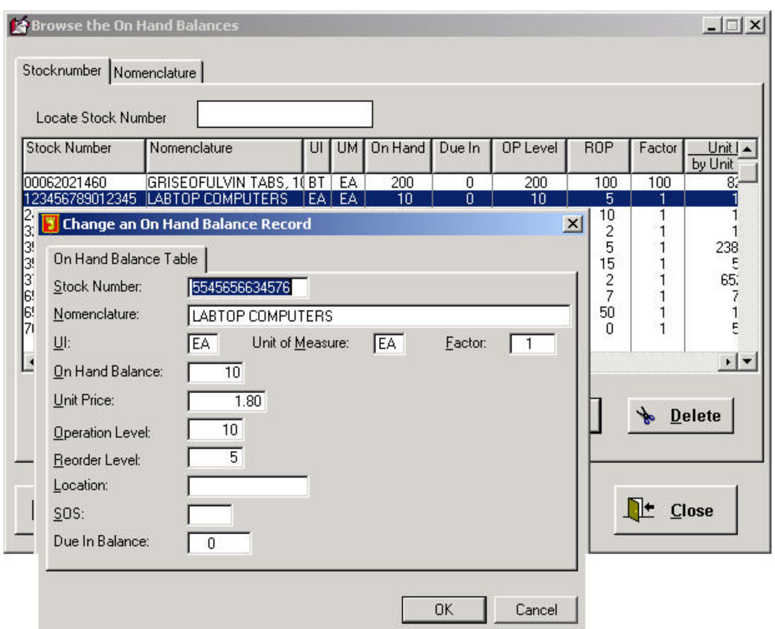
The Reorder Calc Tool button is located on the lower left corner of the [Browse the On Hand Balances] window. This tool allows you to calculate your operating level and reorder point for each item by showing the issue quantity in the last 30 and 90 days. When you click on this **icon** the following window appears.



6.2. Editing the Stock Record Table

If at any time you need **to make a change** to the Stock Record Table;

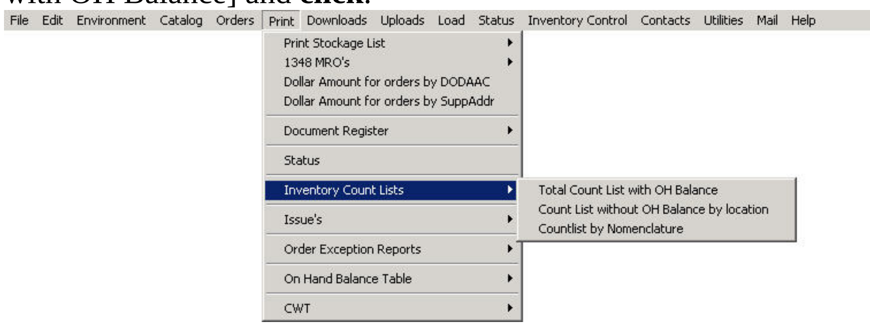
STEP	ACTION
1	Click on the Local Stock Record Table **icon.**
2	**Highlight** the item you wish to change by entering the stock number or nomenclature, or by scrolling with the up and down arrow keys.
3	Once this item has been highlighted click on the **Change** tab. The system will take you back to a screen called Change On Hand Balance where all the information for that particular item is already listed
4	Using your mouse key, **Click on the characteristic box** you wish to change. Use your **backspace** or **delete** keys to delete the information already inside the box.
5	Once the box is blank, type in the updated or changed information. Once all the changes have been made, Click on **OK**. The system will take you back to the Stock Record Table screen displaying the changed information for you.
6	To delete an item from the Stock Record Table completely highlight the item and Click on the **Delete** tab.



6.3. Printing the Stock Record Table

The displayed Stock Record Table cannot be printed. If you want to print the items displayed on the stock Record Table:

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>Click on the Print button on menu bar in the main screen</td></tr>
<tr><td>2</td><td>Move cursor to the Inventory Count List; select the [Total Count List with OH Balance] and click.



This will take you to a <u>Report Preview</u> screen where the Inventory Control List with on hand balances is displayed.</td></tr>
<tr><td>3</td><td>Note: You will notice that the Inventory Count List will be illegible because it is too small to read.
1. Simply Click anywhere on the report with the mouse/magnifying glass key and the stock record table will enlarge.
2. You can also get the report to enlarge by clicking on either the menu labeled Zoom or the picture of the magnifying glass
With these two options you can chose how much you want to enlarge the report (50%, 75%, etc.).
Any of these options will enable you to read the report.</td></tr>
<tr><td>4</td><td>To print this table; Click on either the picture of the printer on the far left of the menu screen or Click on File and then Click on Print; either of these options will print the Total Count List with OH Balance.</td></tr>
</table>

See the <u>Print Options</u> **Lesson 11** for further printing capabilities and information on bar-coded labels.

PRACTICAL EXERCISE

The following items are part of your current on hand stock. Add them to your Local Stock List.

1. ____ Qty on hand 6.
2. ____ Qty on hand 30
3. ____ Qty on hand 50
4. One of your medics discovers that one of the items was not counted. Adjust your on-hand balance for this item: _. ____________________
5. From the Print Menu select; Inventory Count Lists, [Total count List with OH Balance] to view what is in your complete stock record list.
   Do Not Print the report.

Lesson 7. Status

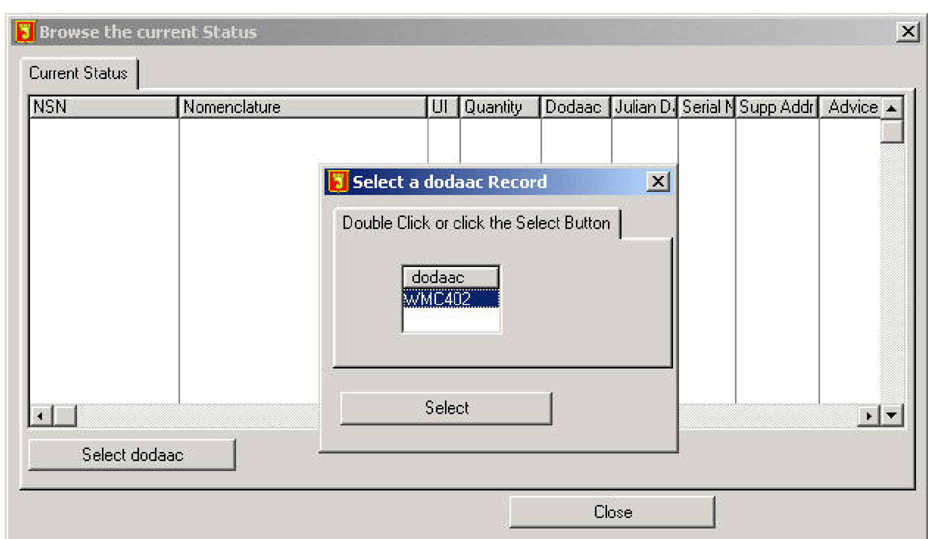
7.1. Retrieving Status

Every time you download a new stock list (catalog) you also download a status file, only if you used the **Receive all daily downloads** option in the **Communications** -> **Transfer** menu. Otherwise you will have to do an individual download for the Status file by clicking **Status, load new status**. If you select to download status only, you will need highlight the **status profile** then highlight **receive file by selection**. Even if this is the same IP address to your Source of Supply (SOS) you will still need a User Name and Password. These will be provided by the supply activity supporting your area.

The records in the file are the status of what was <u>processed the day before</u> in TAMMIS. It is <u>only there for that day</u> and then replaced the next day.

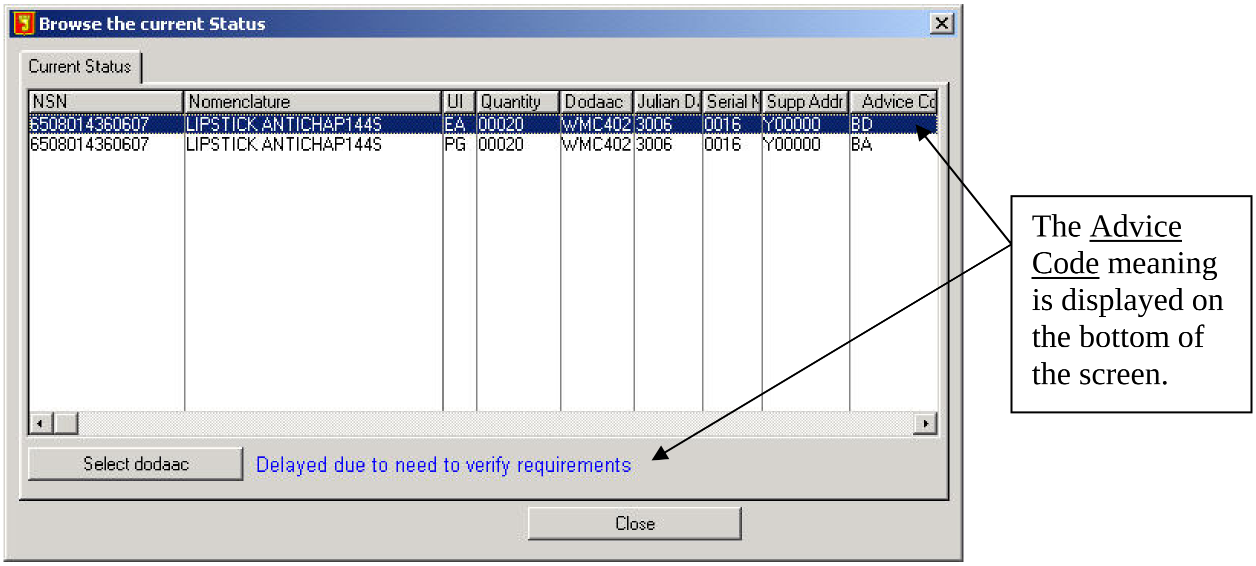
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>If you used the "Receive all daily downloads" option: To check status; Click on Status at the top of the menu, followed by Load new Status.

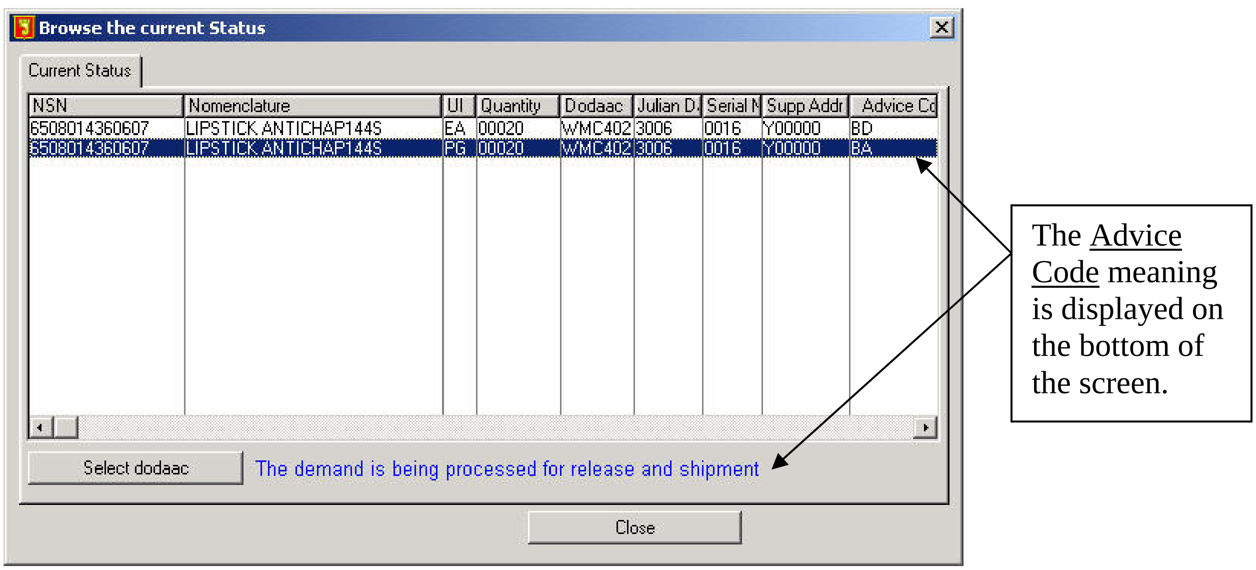
TCAM will load the entire status file of the <u>previous day's cycle</u>.
When the load process is complete, click on Check current Status.</td></tr>
<tr><td>2</td><td>The Browse the Current Status window will open. The window [Select a DODAAC Record] will appear



Highlight your DODAAC and click on Select.</td></tr>
</table>

If there is any status, a list, in document number sequence, will appear.





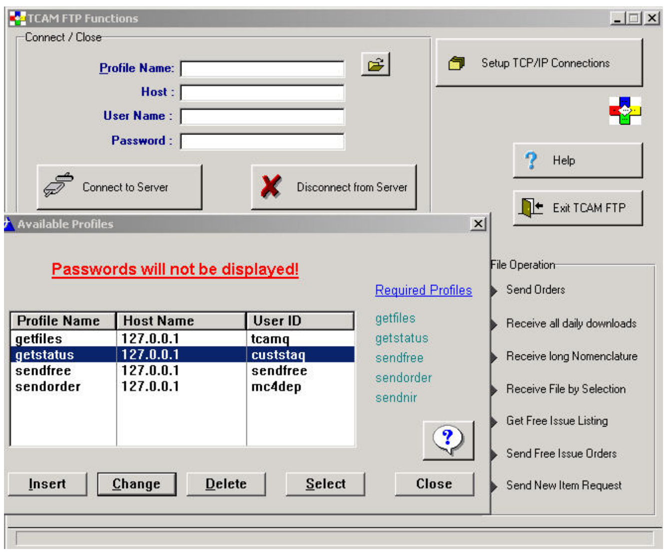
Keep in mind that the status file contains the status from your last transfer only. The same document number may be shown more than once if it has different status (i.e. BD followed by BA). *If a list does not appear, there probably weren't any requisitions or follow-ups sent the day before*. If you know for sure that your requisitions were sent, please call your Customer Support Representative as this could indicate that your file was not received.

STEP	ACTION
3	Click **Close** to return to main screen.

7.1.1 Get Daily Status –Individual downloads option

If you have selected to get your status using the individual download (**Communications ->Transfers -> getstatus profile** -> **Receive file by selection**) you need to perform the following steps. Whether you are getting status from other than your SOS or your SOS this profile must be setup using the steps discussed in Lesson 4.1.7. if you choose to download the status individually.

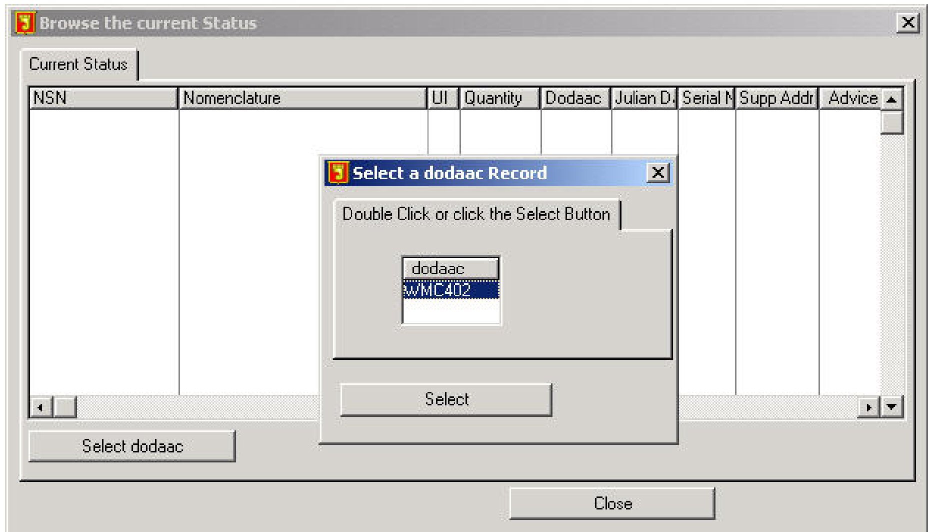
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1</td><td>To download status click on Communications -> Transfers -> Select the getstatus profile. Once the files have loaded in the pane on the left, highlight the getstatus file, then click on Receive file by selection.



TCAM will load the entire status file of the previous day’s cycle.</td></tr>
<tr><td>2</td><td>You will be notified that the status has been downloaded but you need to load daily status separately. Click OK .


</td></tr>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>4</td><td>To access status click on Status at the top of the menu, followed by Load new Status.</td></tr>
</table>

<table>
<tr><td></td><td>

TCAM will load the entire status file of the previous day's cycle.
When the load process is complete, click on Check current Status.</td></tr>
<tr><td>5</td><td>The Browse the Current Status window will open. The window [Select a DODAAC Record] will appear


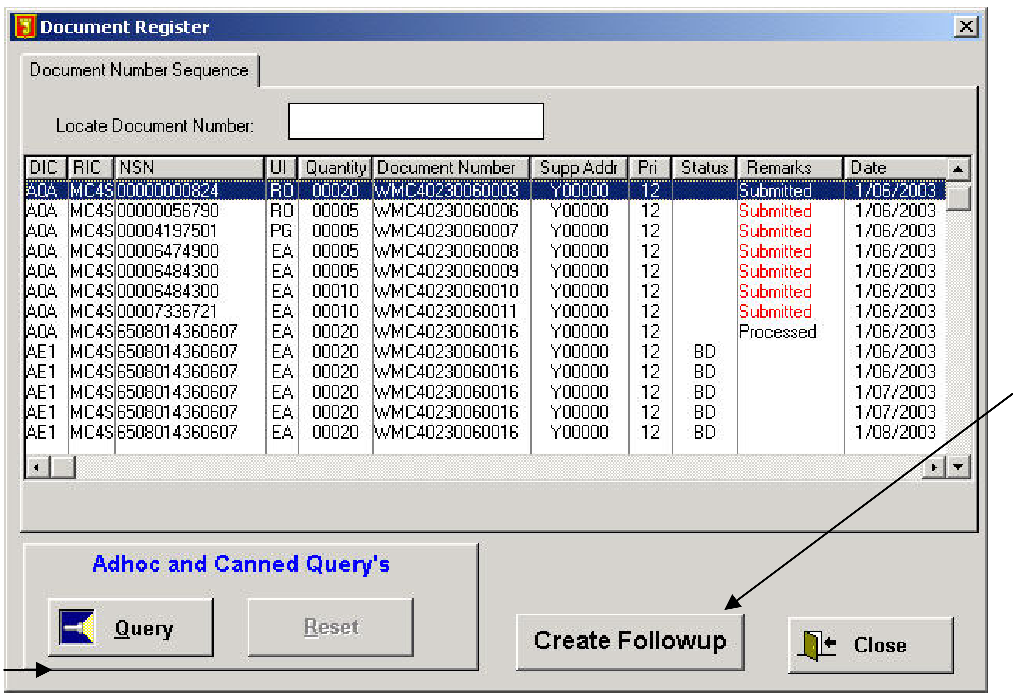
Highlight your DODAAC and click on Select.</td></tr>
<tr><td>6</td><td>Check the status of your order and click Close to return to the main screen.</td></tr>
</table>

7.2. TCAM Document Register

TCAM has the capability to track orders **after** you have transferred them to your supplier using the Document Register.

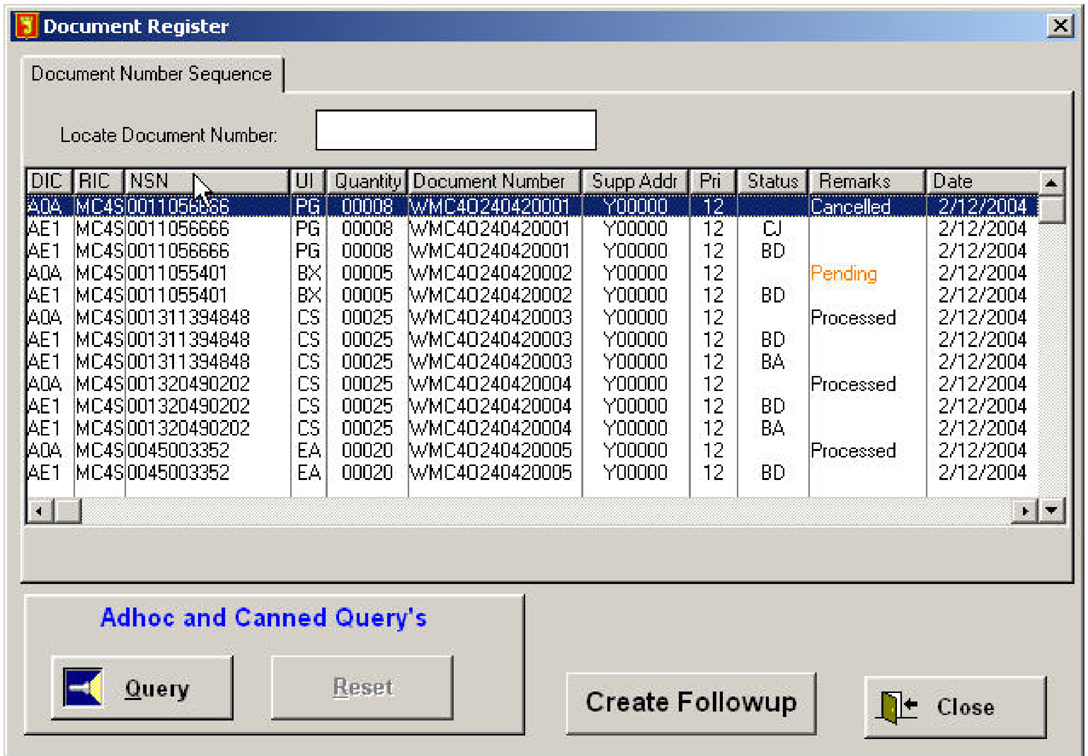
After building your orders and transferring them to your SOS, delete them from the order screen and TCAM will move them over to the Document Register. Your orders will show 'submitted' (in red)on the Document Register's remark column.

You can access this register by opening the **Orders** menu and clicking on **Document Register**.



CAUTION: If you delete an order without transferring it, it will be lost and you will have to re-enter it. The day after you have transferred the orders, perform the status retrieval as outlined above. **Checking** the **document register** will reveal your orders are now 'pending' (in yellow) or 'complete' (in green) or 'cancelled' (in black) and a status line will follow each order showing a status code with a calendar date.

The following is a **Document Register** after the status was downloaded and loaded into the system. The status column is now populated with the item's status.



Practical Exercise

1. Open the **Document Register** to view your previous orders. Are your orders displayed, if not why not?
   Did you delete your active orders after transferring them to supplier?

2. Check status on the orders that you submitted at the end of **Lesson 4**. DODAAC to select is **WMC402**.

3. Open your Document Register and check the status column. Do you have a status code?

Lesson 8. Receipt Processing

8.1. Receipt Processing

You can get to the **Receipt-Processing** screen either by:

1. Clicking on the **sixth icon** from the left which is the picture of the light yellow notepad or

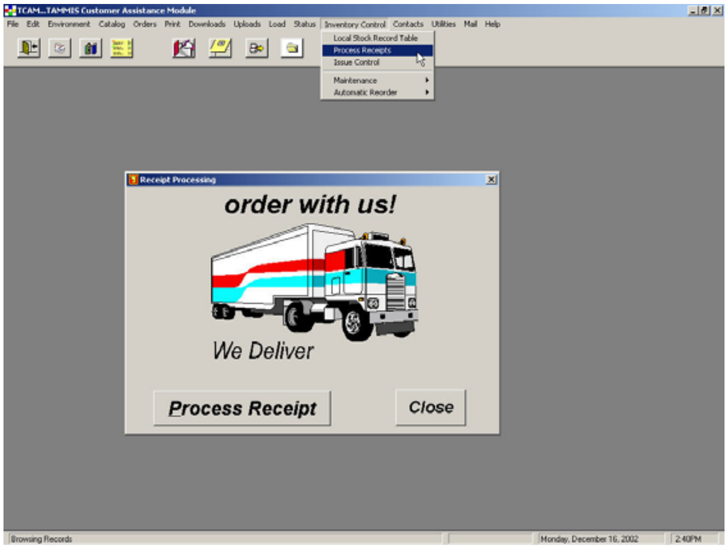
2. Clicking on Inventory Control at the top in the menu bar and then click on **Process Receipts**.

This system allows you to **track all incoming supplies** and **updates** each of these **receipts** into your Stock Record Table.

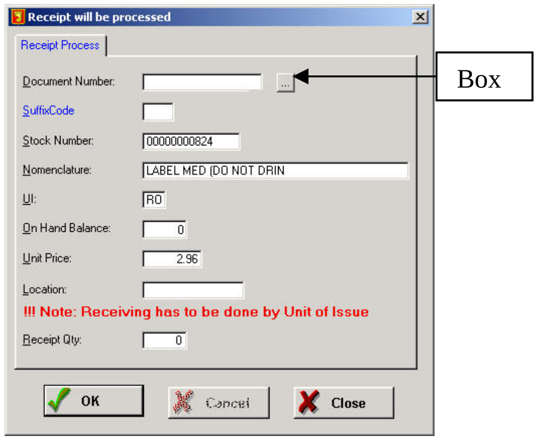
8.2. Opening the Receipt Processing Module

To open the Receipt Processing screen:

STEP	ACTION
1	Click on **Inventory Control** and then Click on **Process Receipts.** The Receipt Processing screen will open



STEP	ACTION
2	Click on the **Process Receipts** tab and the [Receipt will be processed] screen will open.

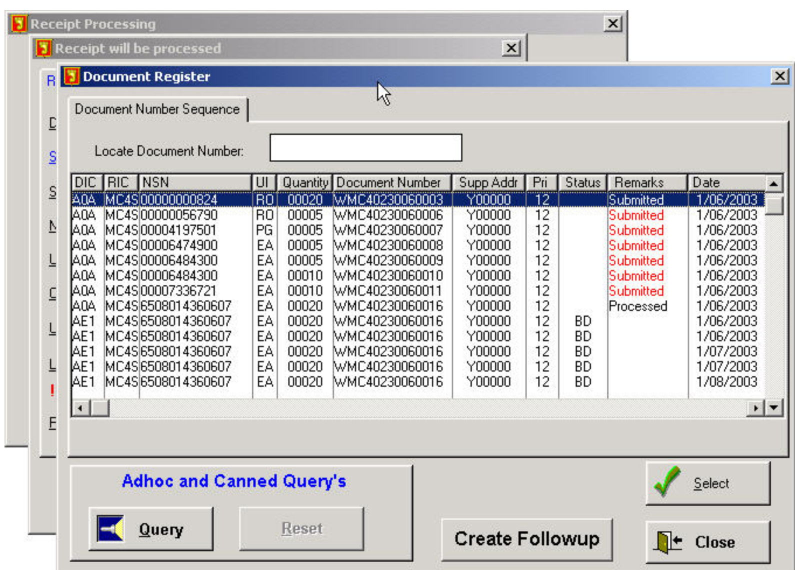


Once this window opens you may continue with the receipt processing.

8.2.1. Using the Stock Record Table in the Receipt Process

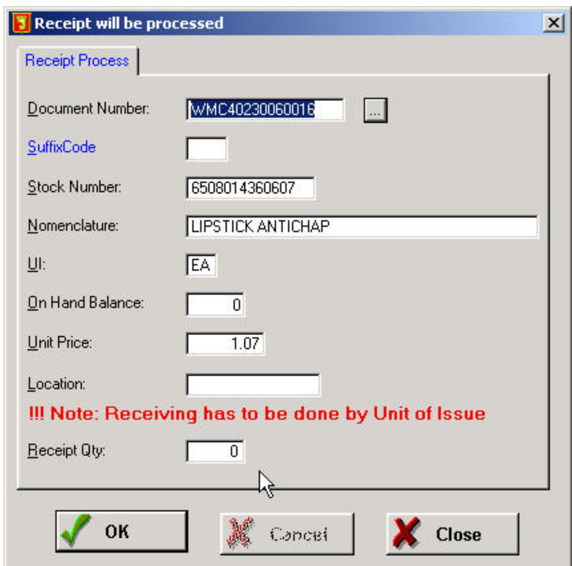
To search your Document Register for the due in item you just received:

STEP	ACTION
1	Click on the box with **three periods** to the right of stock number window in the [Receipts will be processed] screen. **Note**: Clicking on this small box will allow you to scroll through your Document Register and select a particular document number to receive.



STEP	ACTION
2	**Scroll down**, using the arrow keys, to **highlight the item you wish to receive**.

STEP	ACTION
3	Once you have highlighted this item: Click on the **Select** tab with the **green check** mark. The system will take you back to the [Receipts Will Be Processed] screen where all the information from the **Stock Record Table** will have been transferred to this screen; populating the fields.
4	Enter the **suffix code** and **receipt quantity**. **Note**: the item will be received in the Stock Record Table; the on hand balance will increase and the due in balance will decrease.
5	Click **OK**, the Receipt Processing screen will open. **Note**: If, however, you enter a larger quantity number than what is due in, the system will warn you that the quantity you are receiving is higher than your due in quantity. In order to change your due in quantity, the warning will tell you this must be done manually. See section **8.2.2 Step 5** below.
6	Click on **Process Receipt** tab to repeat the process.

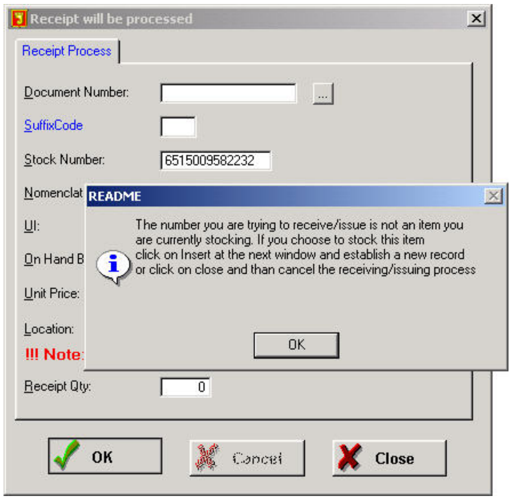


8.2.2. Manual Receipt Process

To **manually input the stock number** of the newly received item:

STEP	ACTION
1	In the [Receipt will be processed] window, move cursor to the Stock Number block, input number and press **Enter**. **NOTE**: If you have typed in the number **correctly** the remaining screens will automatically fill in giving you nomenclature, unit of issue, on hand balance, unit price, and location.

If you have input the number **incorrectly** a safety window will appear telling you that this item is not an item that you currently stock and it is possible that you entered the number incorrectly.

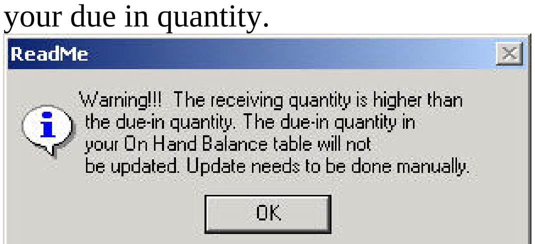


If, however, this is in fact the item you are receiving and there is no stock record of the item, the system will prompt you to **add** this item to your Stock Record Table prior to receiving it into the system

STEP	ACTION
2	**Add** this item to your Stock Record Table prior to receiving it into the system. **See Lesson 6, section 6.1.2.**

Once you add this item to your Stock Record Table you can receive it into the system.

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3</td><td>Continue with the above-mentioned steps: Open the [Receipts Will Be Processed] screen. Type in the stock number as directed above (Step 1).</td></tr>
<tr><td>4</td><td>Enter the suffix code and receipt quantity. Click on OK

Note: If, you enter a larger quantity number than what is due in, the system will warn you that the quantity you are receiving is higher than your due in quantity.

In order to change your due in quantity, the warning will tell you this must be done manually.</td></tr>
</table>

STEP	ACTION
5	To **manually change the due in quantity**: **Open** the Stock Record Table, enter stock number in the Locate Stock Number field and **highlight** the item to be changed. Click on **Change.** The [Change On Hand Balance Record] screen will open. **Enter** any necessary **changes** to the due in quantity. **Close** the window.

PRACTICAL EXERCISE

Process the receipt of the last five (5) items in list below.

1. Process Hydroxyzine HCL as a partial receipt - QTY 15.
2. Process Alcohol Dehydrated as a partial receipt - QTY 5.
3. Process Morphine 10 MG 1 ML 10s as a complete receipt - QTY 30.
4. Process Heparin 1000U/ML 10 ML as a complete receipt - QTY 10.
5. Manually receive Isopropyl Alc 70% 1 PT as a complete receipt - QTY 100.

Stock Number	Nomenclature	UI	UM	On Hand	Due In
0011055401	CAUTERY HI TEMP 10S	BX	BX	0	5
0011056666	PENLIGHT ILLIM DISP 6S	PG	PG	0	5
001311394848	INFUSTION SET 48S	CS	CS	0	10
001320490202	HOLDER CARPUJECT REUS.	CS	CS	0	10
0045003352	SCISSORS IRIS 4" LG	EA	EA	0	20
6505000521367	HYDROXYZINE HCL 10 ML	VI	VI	0	25
6505001050000	ALCOHOL DEHYDRATED1PT	BT	BT	0	10
6505001490113	MORPHINE 10MG 1ML 10S	PG	PG	0	30
6505001539740	HEPARIN 1000U/ML 10ML	VI	VI	0	10
6505006558366	ISOPROPYL ALC 70% 1PT	BT	BT	0	100

Lesson 9. Issue Control

9.1. Issue Control

The **Issue Control** module can be opened one of two ways:

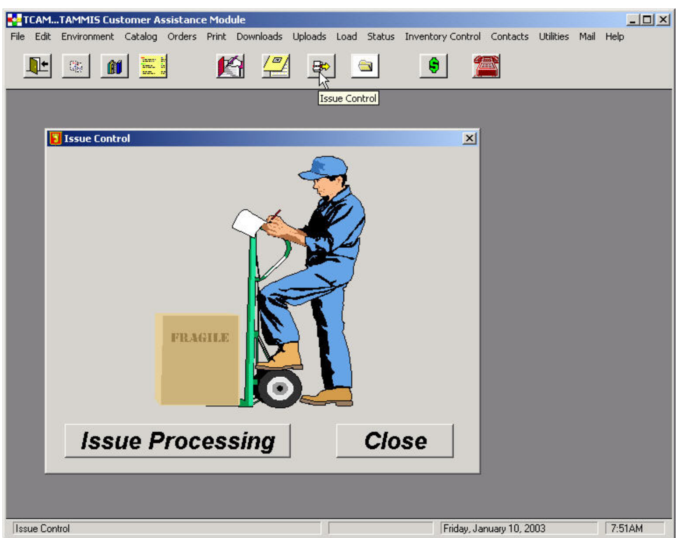
1. Click on the **seventh icon** from the left, which is the picture of the Rolodex file or

2. Click on Inventory Control and then click on **Issue Control**.

The Issue Control Module allows you to track all issues made to your own customers. This module, like the Ordering module and the Receipt Processing module, is linked to the Stock Record Table so any changes made to your on hand balance are automatically updated in your Stock Record Table.

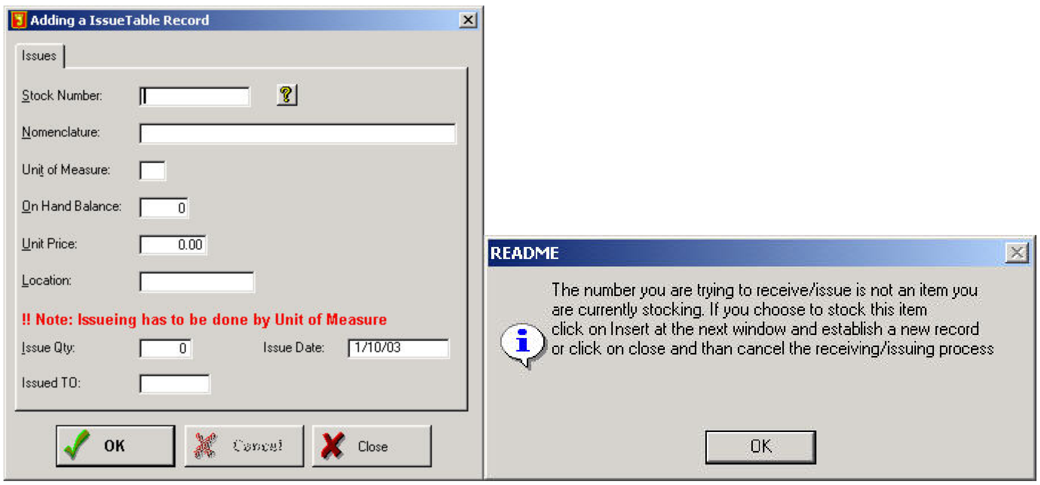
9.2. Opening the Issue Control Module

STEP	ACTION
1	Click on **Inventory Control** at the top of menu; select **Issue Control** or click on the **Rolodex** icon. The Issue Control window will open.



9.3. Issuing Stock to Your Customers

STEP	ACTION
1	Click on **Issue Processing** tab and the [Adding a Issue Table Record] screen will open. **Note**: This screen will prompt you for the Stock Number, Nomenclature, Unit of Issue, On Hand Balance, Unit Price, Location, Issue Quantity, and who you Issued To.
2	Type in the **stock number** of the item to be issued and Press **Enter**. *Begin typing the stock number in the absence of a cursor.* The information from your stock record table will automatically fill in the above information.



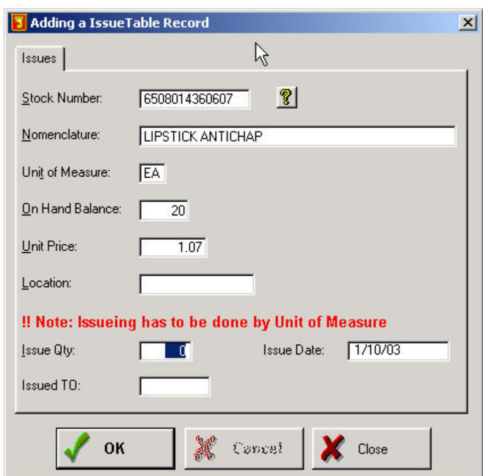
If, however, you do not have this item in your Stock Record Table or you have entered the number incorrectly, a safety window will appear telling you that the stock number you are trying to issue is not an item you stock.

If you want **to stock this item**:

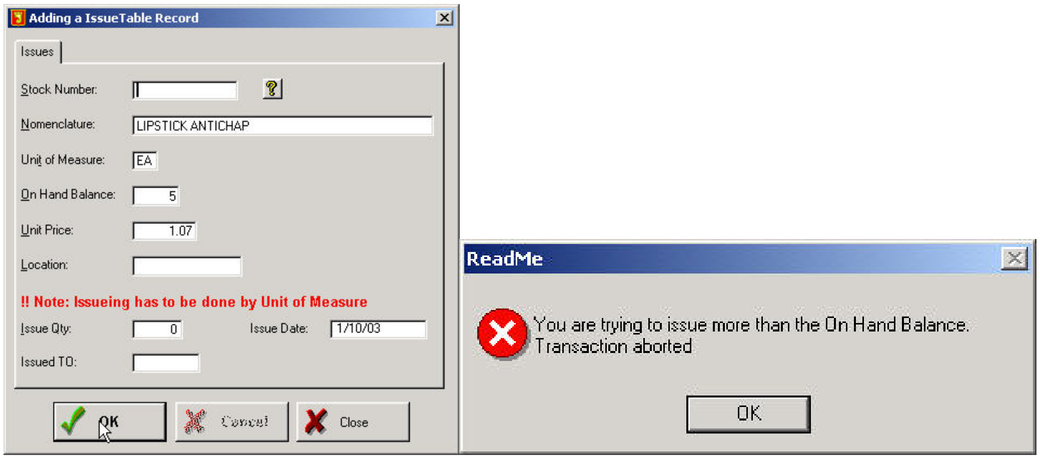
STEP	ACTION
3	Click **OK** This will automatically take you back to your Stock Record Table so you can add this item to your records. **Note**: **Add** this item to your Stock Record Table. **See Lesson 6, section 6.1.2.** After you have added this item to your records you can then begin issuing it.

If you need to reference your Stock Record Table before issuing an item;

STEP	ACTION
4	In the [Adding a Issue Table Record] screen click on the **yellow question mark.** The warning screen will appear. Click **OK** **Note**: The question mark will take you back to the Stock Record Table where you can highlight the item to be issued using the up and down arrows.
5	Once you have highlighted the item; Click on the **Select** tab with the green check mark on it. **Note**: Clicking on this tab will take you back to the [Adding a Issue Table Record] screen where the characteristics of the stocked item you highlighted and selected will be displayed.
6	**Fill** in the **quantity to be issued** and the **Issued To** fields. **Note**: The **Issue To** field is **optional** and for your records only.



STEP	ACTION
7	Click **OK.** The system will accept the issue and deduct it from your Stock Record Table. **NOTE**: The [Adding a Issue Table Record] screen will remain open but the Stock Number, Issue Qty. and Issue To fields will be blanked out. Your On Hand Balance should decrease by amount of issue. **NOTE**: *A safety window will appear if you have entered a quantity larger than what you have on stock.* ***The transaction will be aborted when you Click OK***



STEP	ACTION
8	Click **Close** to return to the Issue Control window. Click **Close** again to exit Issue Control and return to TCAM main window.

A report of the days issuing activity can be printed out using the print option on the main menu bar. Refer to Lesson 11, Printing Options to see how to print this report.

9.4. Editing the Issue Control Screen

Canceling may be done any time during the issuing;

STEP	ACTION
1	Click on **Close** and the issue will cancel, not changing any of your on hand balance.

However, if you have already entered all of the issue information in the [Adding a Issue Table Record] screen and pressed **Enter or OK** the changes will have already been made to the Stock Record Table.

The only way to fix the on hand balance is in the Stock Record Table.

STEP	ACTION
2	Go into the [Stock Record Table] screen, **highlight** the item, and Click on **Change** to edit the on hand balance. **Note**: The system also has an option that allows you to delete all issues older than 90 days from your records. Go to **Inventory Control,** select **Maintenance** and then **Delete Issues Older 90 Days**, all issues that are in your records and older than 90 days will be deleted. This allows you to keep only current records of your issues preventing your records from getting cluttered.

PRACTICAL EXERCISE

From the items that you processed through the Process Receipt Module, issue to BAS 1 the following items:

1 Issue Morphine 10 MG 1 ML 10s - **QTY 20**.
2 Issue Heparin 1000U/ML 10 ML - **QTY 8**.
3 Issue Isopropyl Alc 70% 1 PT - **QTY 75**.

Lesson 10. Automatic Reorder

10.1. Automatic Reorder

The Automatic Reorder function can be opened one of two ways:

1. Click on the **eighth icon** from the left, which is the picture of the manila folder or

2. Click on the word **Inventory** at the top of the menu bar, select **Automatic Reorder** and then Click **on Run automatic reorder tool**.

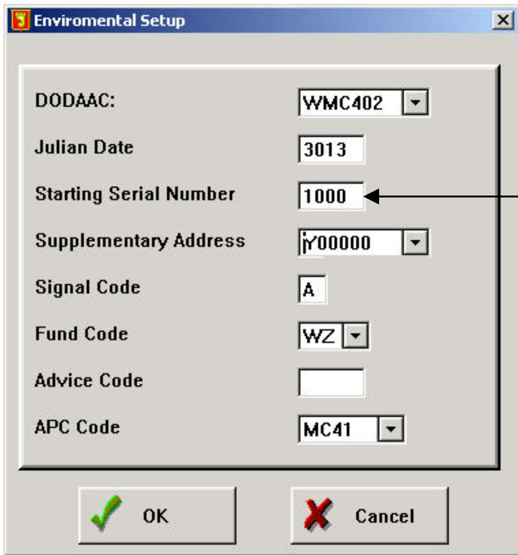
The **Automatic Reorder** icon allows you to reorder all supplies with the click of one button. When prompted to, the system will reorder all supplies that have fallen below the Reorder Point. The system will reorder the supplies to bring the quantity up to the operating level.

For example, if the on hand balance of an item is 10, the reorder point is 15, and the operating level is 40, the system (when you prompt it to) will order 30 (minus the existing due-in balance) of that item to bring the on hand balance back up to 40.
If, however, the on hand balance is 20, the reorder point is 10, and the operating level is 30 the automatic reorder module will not reorder any because the item has not fallen below the reorder point.

10.2. Automatic Reorder for Supplier Items

Once the Automatic Reorder is selected a window will pop up reminding you that all other windows must be closed before ordering.

STEP	ACTION
1	Click on **OK** and the Environmental Setup screen will appear.

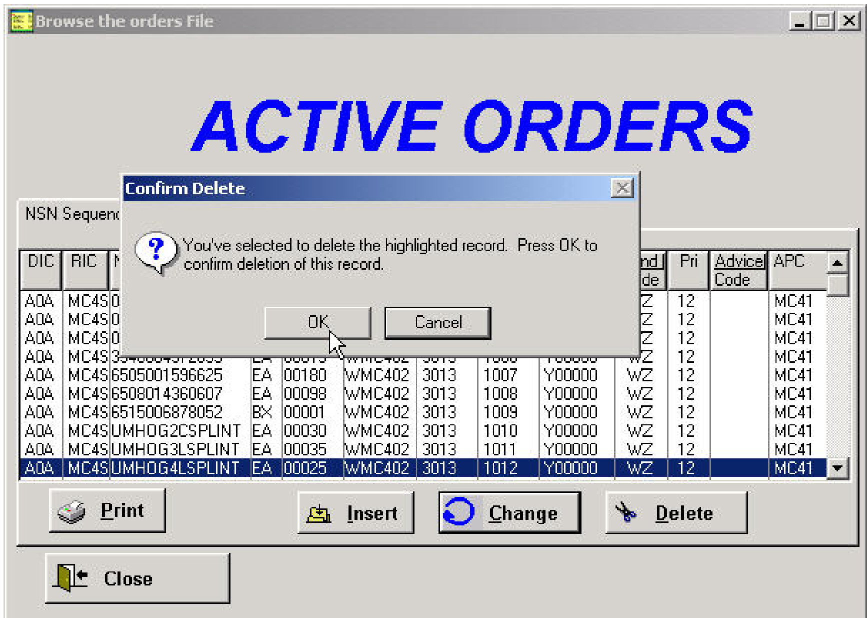


Reminder: If you run the Automatic Reorder Tool first and change the serial number, then use the Order Module, you need to look and see what the next serial number is to avoid a **Duplicate Key Error** screen.

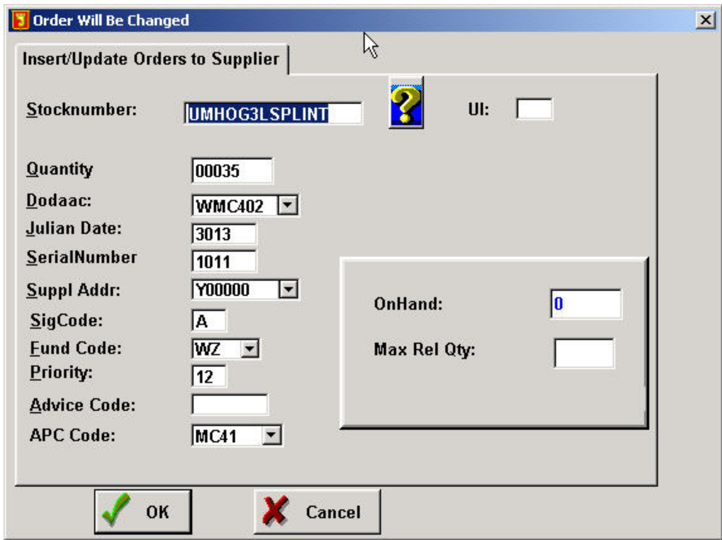
The blanks on this screen must be filled out for each order to have the proper DODAAC and document number to accompany it for accurate tracking and record keeping.

STEP	ACTION
2	If fields are not filled-in; Click on the upside down arrows for the *DODAAC*, *Supplementary Address*, *Fund Code*, and *APC* code, the stored information from your initial installation on the environmental field will open up and you can highlight and select this information without having to type everything in again. **Note**: This *environment screen will appear every time you try to place an automatic reorder* for supplies.
3	Once you have filled out every pertinent field, Click on **OK** and the system will prepare all the necessary reorders from the information listed in your stock record table. 
4	If you then **open the Orders screen** by clicking on the *yellow icon* next to the set of books or by clicking on **Orders** on the menu bar, you will see the automatic reorders the system has calculated and prepared on the Orders screen. You can see that each item has a separate document number for your records.

STEP	ACTION
5	You may **delete items** at this point from the order. **Highlight** the item, select **Delete**, Press **OK** to confirm delete and **OK** to return to the orders window.



STEP	ACTION
6	If at any time you wish to make changes to these orders prior to sending them you can do so by clicking on the **Change** tab. This will take you back to the [Insert/Update Orders to Supplier] screen where you can make manual changes.



STEP	ACTION
7	Click **OK** when you finish with the changes.  The above prompt will appear, Click **OK** to go back to [Browse the orders File] window.

NOTE: These items **<u>have not automatically been sent</u>**.
The system has only prepared these items to be sent. You must still go through the steps of transferring your orders in order for them to get processed.

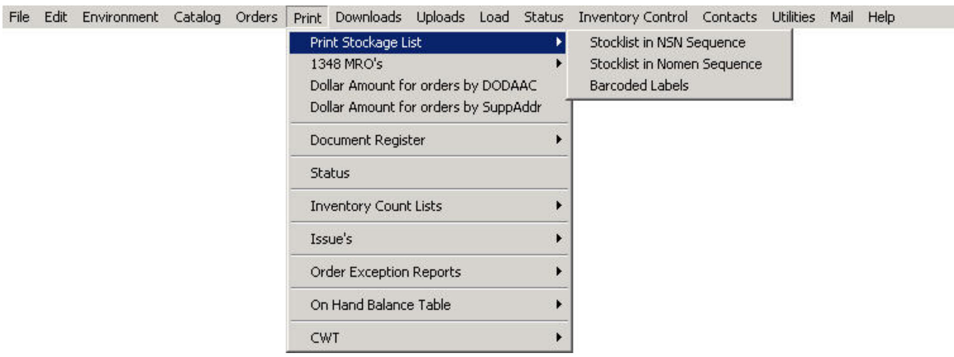
PRACTICAL EXERCISE

Run the Automatic Reorder Tool. View the Orders window to see the items that were at or below the reorder point.

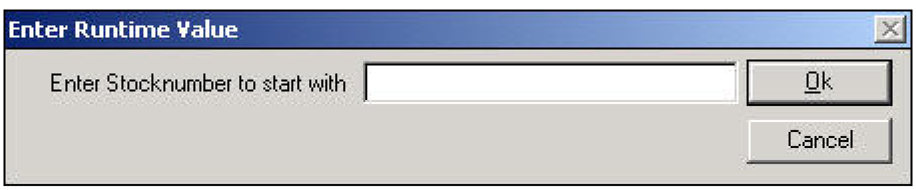
Lesson 11 Printing Option

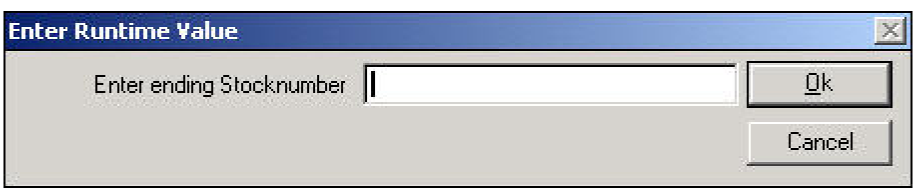
TCAM will let you print a stock list as well as various other reports.
Click on **Print** at the top of the menu bar to open the printing modules and **Select** the desired report you want to print.

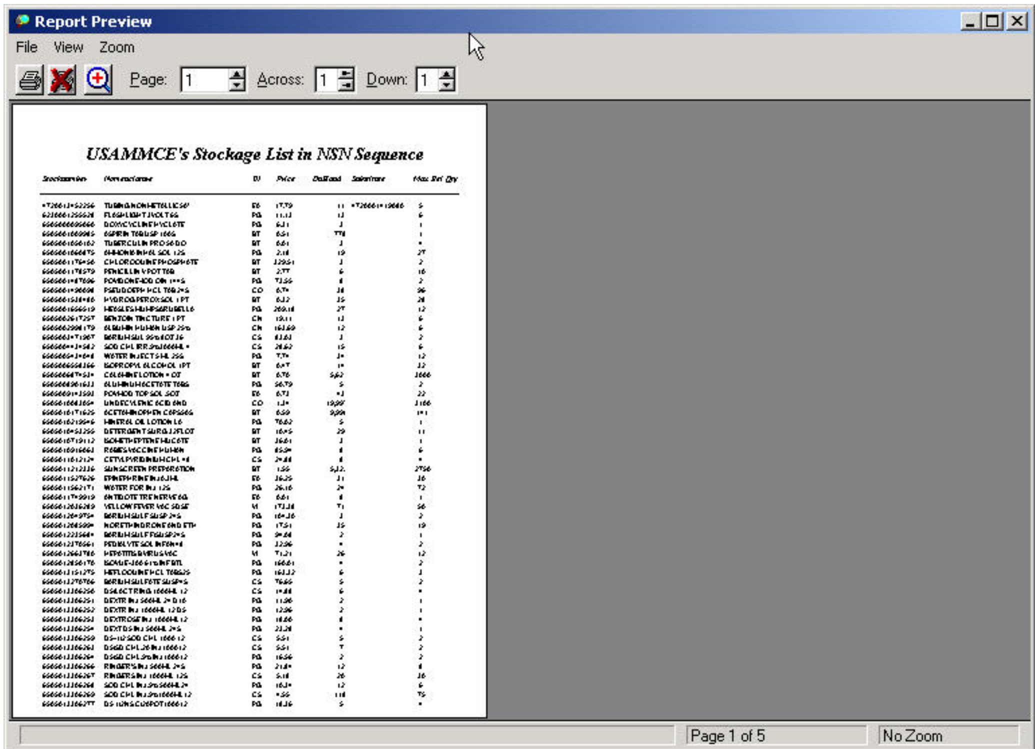
11.1. Print Stockage List: This option allows you to print the stock list in **Stock number sequence** or **Nomenclature** sequence.



TCAM will ask you for the range of NSNs to be printed.

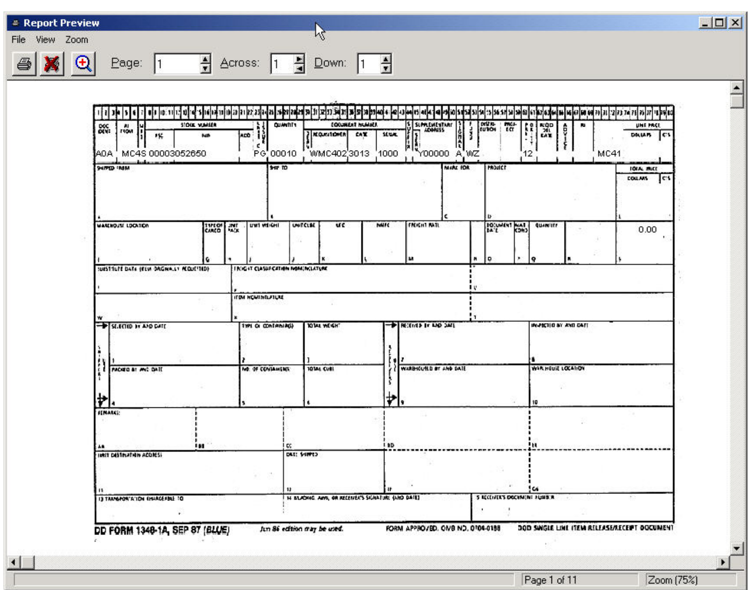


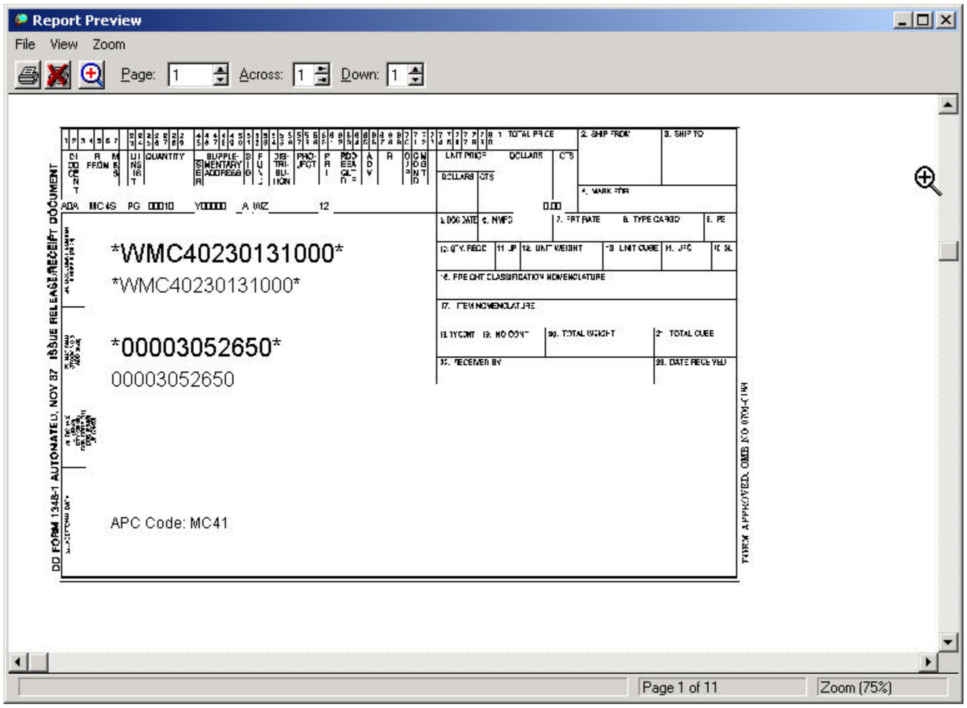




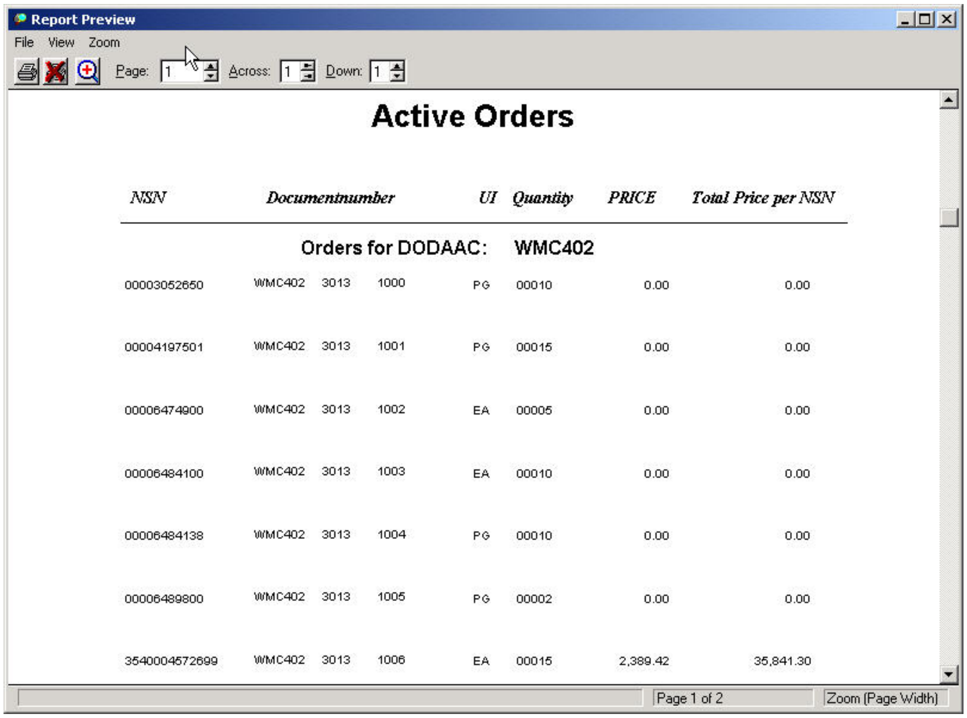
<u>IMPORTANT</u>: Only **<u>stocked numbers with on hand balances</u>** will be displayed on this report.
This module also allows you to print the bar-coded labels of the items listed in your supplier's catalog. See **<u>Lesson 16</u>** for installing the Barcoding label capability.

11.2. <u>DD 1348</u>: This option allows you to print an <u>old</u> or <u>new</u> DD Form 1348 for the <u>pending orders in the order queue</u>. You may include barcodes if you initialized that option.





11.3. <u>Dollar Amount for orders by DODAAC</u>: This option produces a report in document number sequence and provides you the total dollar amount per line item and total amount of the <u>pending</u> order. You must enter a Department code or name which prints out as part of the header on the report at the top of the report.



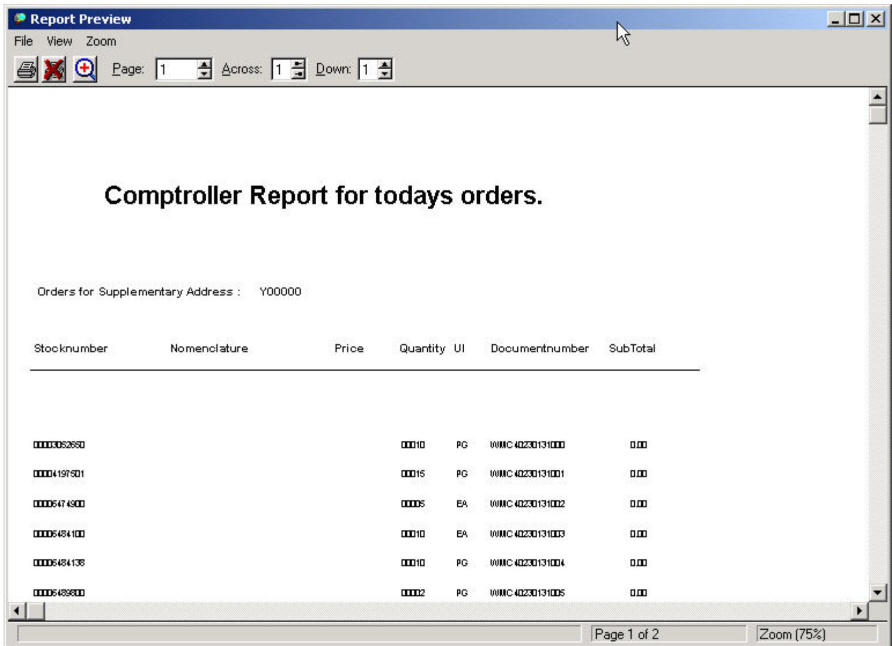
Active Orders

Orders for DODAAC: WMC402

NSN	Documentnumber	UI	Quantity	PRICE	Total Price per NSN
00003052650	WMC402 3013 1000	PG	00010	0.00	0.00
00004197501	WMC402 3013 1001	PG	00015	0.00	0.00
00006474900	WMC402 3013 1002	EA	00005	0.00	0.00
00006484100	WMC402 3013 1003	EA	00010	0.00	0.00
00006484138	WMC402 3013 1004	PG	00010	0.00	0.00
00006489800	WMC402 3013 1005	PG	00002	0.00	0.00
3540004572699	WMC402 3013 1006	EA	00015	2,389.42	35,841.30

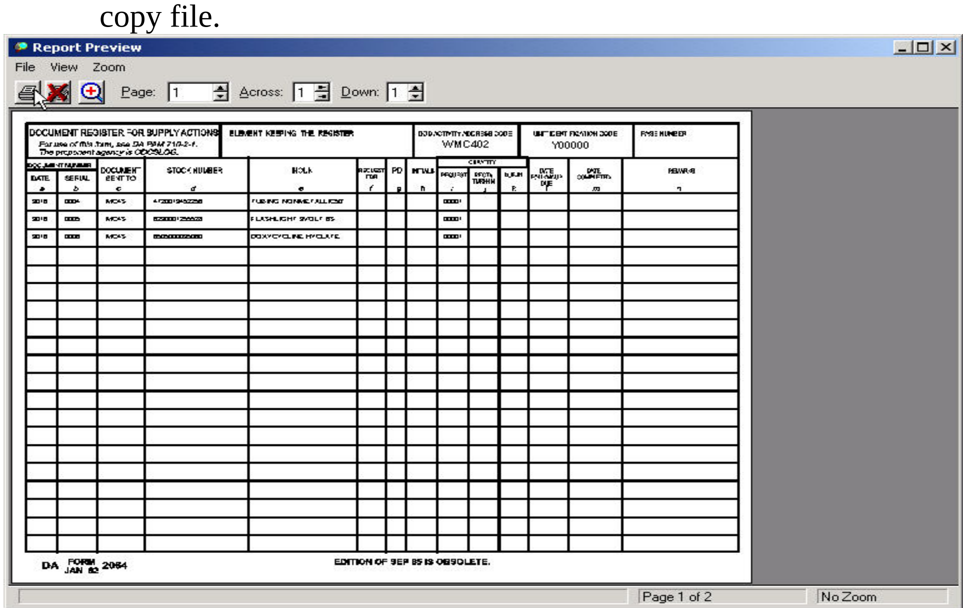
Page 1 of 2 Zoom (Page Width)

11.4. <u>Dollar amount for orders by SuppAddr</u>: This option allows you to produce a report for each supplementary address. Each time you change the supplementary address, a new page will be printed. A cumulative dollar amount will be printed at the end of each page.



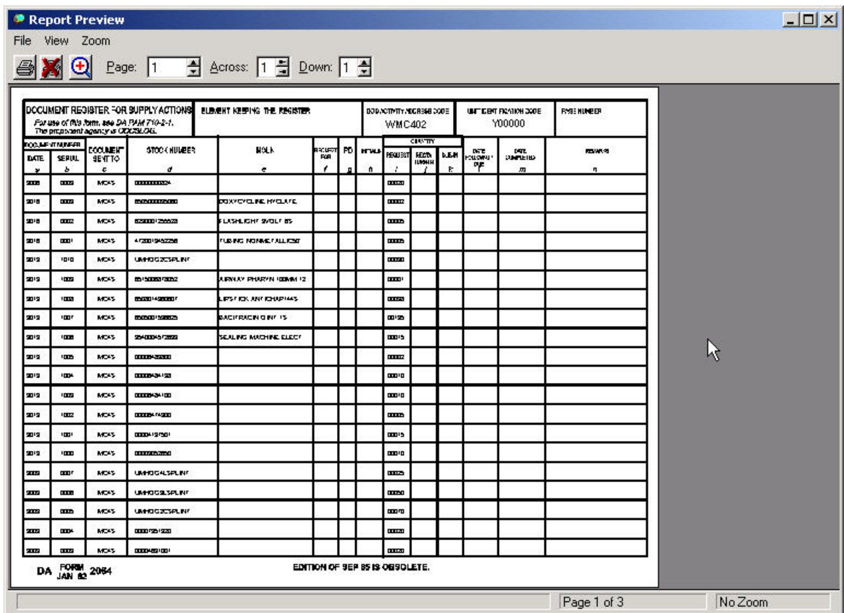
11.5. <u>Document Register:</u>

- **Active Orders on DA 2064:** This option produces a document register for <u>the most current active order</u>. The report is in document number sequence. It is suggested you print the DA 2064 each time you order to include in your hard copy file.

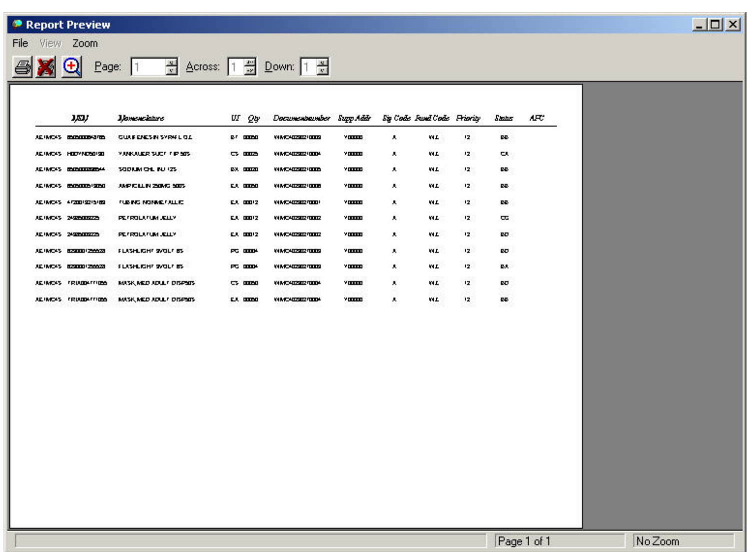


<u>Reminder</u>: The active orders can only be printed using this option if you have not deleted them. Once you delete them you can view and print them only using the <u>Document Register on DA 2064</u>.

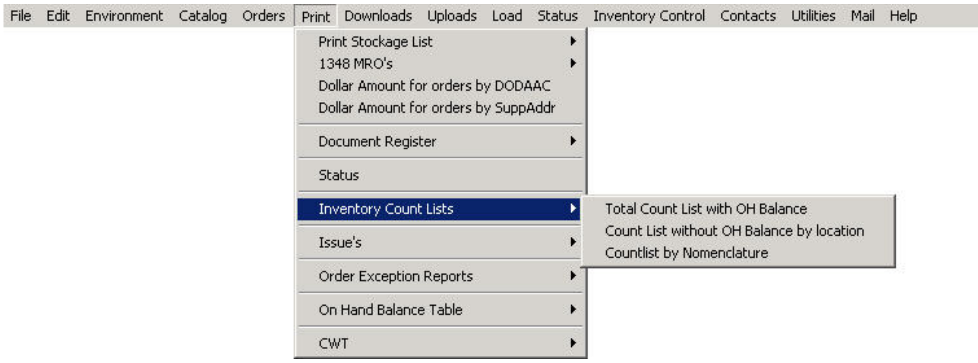
- **Document Register on DA 2064:** This option produces a document register for the most current order. If you have not deleted your orders using the *Orders-Delete All Orders*, they will not appear in this report. As stated above the report is in document number sequence. It is suggested you print the DA 2064 each time you order to include in your hard copy file



11.6. <u>Status</u>: This option produces a report that shows you the latest status sent out by TAMMIS as a result of you transmitting an order or requesting a follow-up status.
Note: This report will not show you everything due out to you.

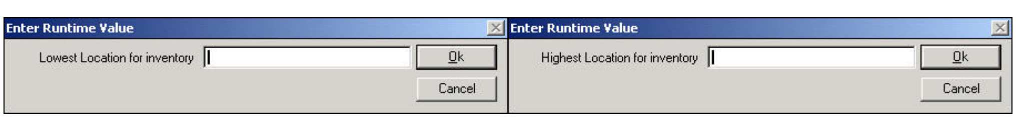


11.7. <u>Inventory Count List</u>:



- **Total Count List with On Hand Balance**: This report labeled <u>Total Count List with On Hand Balance</u> allows you to print a report of your inventory listing <u>stock number</u>, <u>nomenclature</u>, <u>unit of issue</u>, <u>on hand balance</u>, <u>unit price</u>, <u>location</u>, and <u>count</u>.

- **Count List Without On Hand Balance By Location**: The report labeled <u>Count List Without On Hand Balance By Location</u> will prompt you to enter the lowest number of the location to print. Here you enter the lowest location number you want the report to start at. The system will then prompt you to enter the highest location number you want the report to end at.

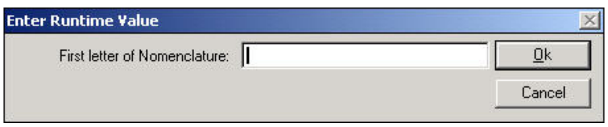


This report will not have the On-Hand balance.

Inventory Count List

Stock Number	Nomenclature	UM	Unit Price	Location	Count
000003052650	NITRAZINE PAPER 4X15'	PG	40.76	DRW 1	
00000000324	LABEL MED (DO NOT DRIN	RO	2.56	DRW 1	
00000001937	LABEL MED (CAUTION FED	RO	1.97	DRW 2	
00004197501	VERSED 5MG/ML 10X5ML	PG	21.05	DRW 2	
00006474900	MMR SINGLE DOSE	EA	22.56	DRW 3	
00000096790	LABEL MED (DROWSINESS	RO	2.02	DRW 3	

- **Countlist by Nomenclature**: The report labeled <u>Countlist by Nomenclature</u> will prompt you to enter the first letter of Nomenclature to print. Enter the first letter you want the report to search for and print. By entering the first letter the report will print all nomenclatures with that first letter. To define the search, continue to print the complete nomenclature.

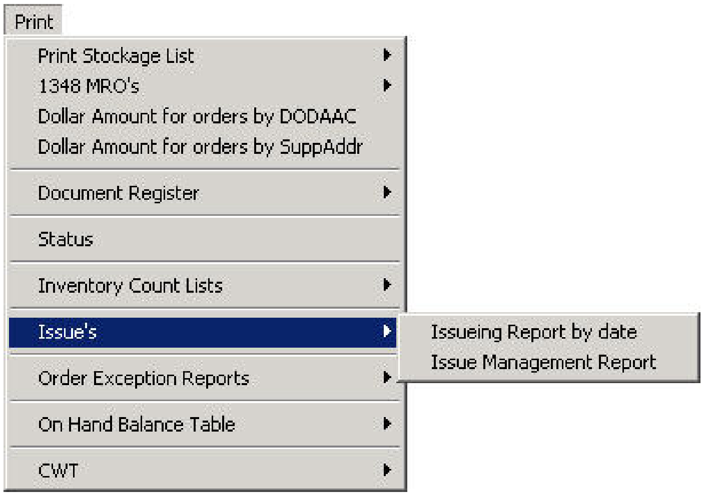


This report will not have the On-Hand balance.

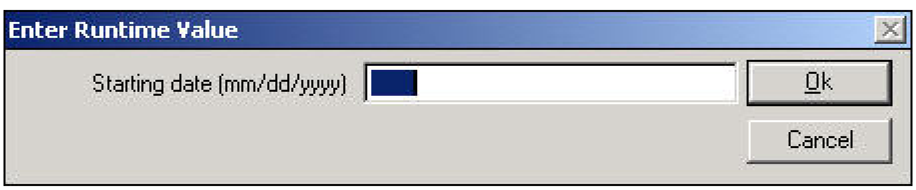
Inventory Count List

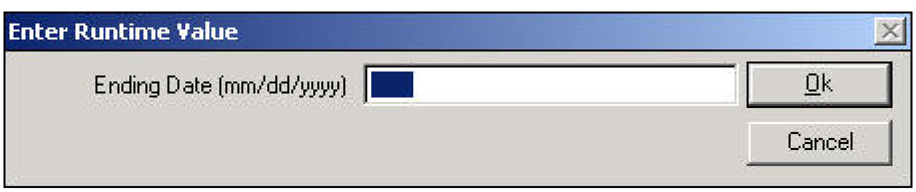
Stock Number	Nomenclature	UI	Unit Price	Location	Count
00000001937	LABEL MED (CAUTION FED	RO	1.97	DRW 2	
00000000324	LABEL MED (DO NOT DRIN	RO	2.56	DRW 1	
00000096790	LABEL MED (DROWSINESS	RO	2.02	DRW 3	
123456789012345	LABTOP COMPUTERS	EA	1.20		
6503014360507	LIPSTICK ANTICHAP	EA	1.07		

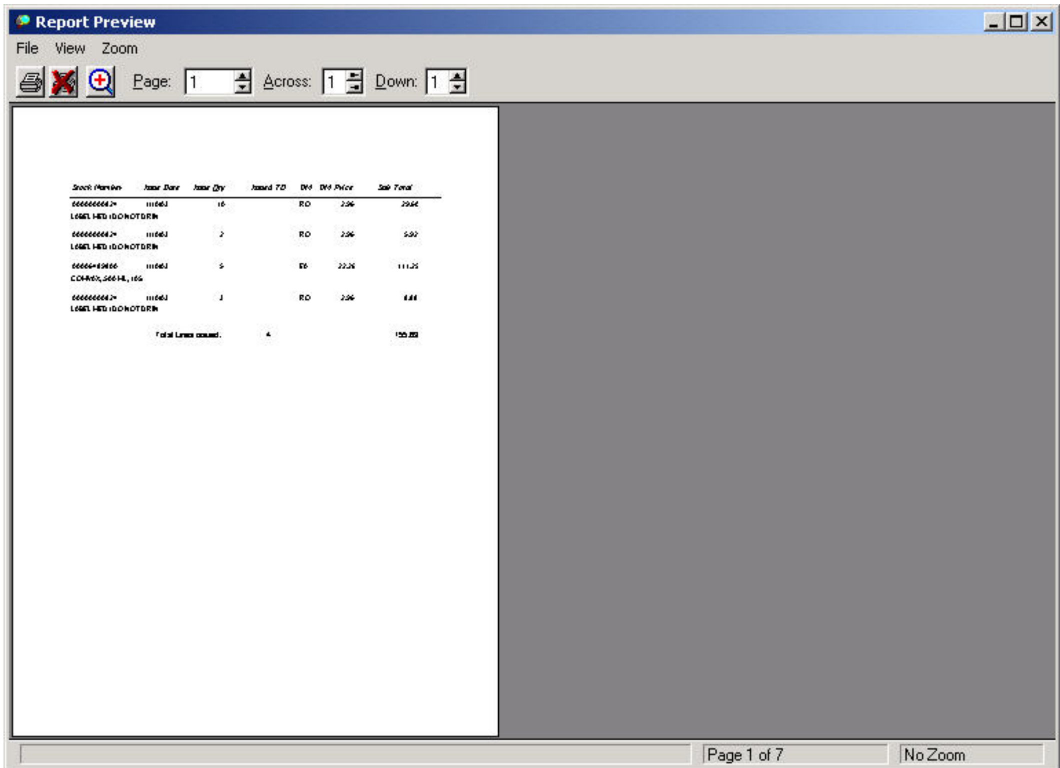
11.8. <u>Issue's</u>:



- **Issuing Report by date:** This report allows you to print the day's issuing activity so you can keep and track where each day's supplies are going. You will be given the option to print the issuing report from any day through the current day as long as it is <u>within the last 90 days</u>. A runtime field will prompt you for the date of the first day you wish the report to run. Enter the date just like the example date given.

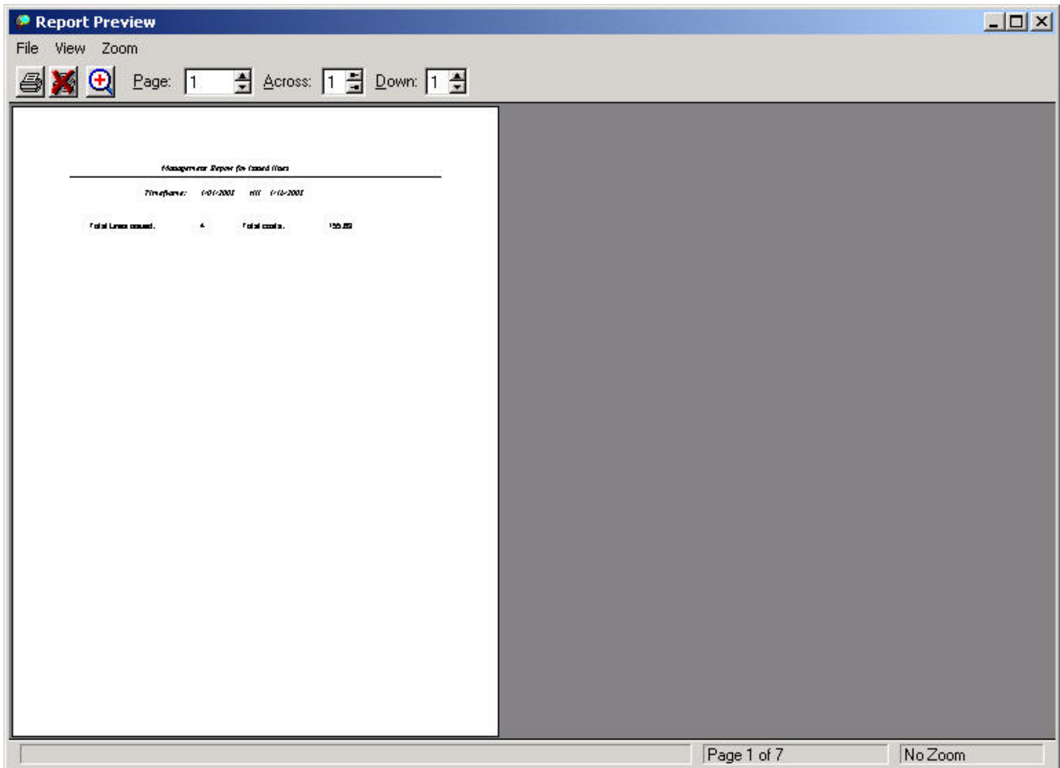




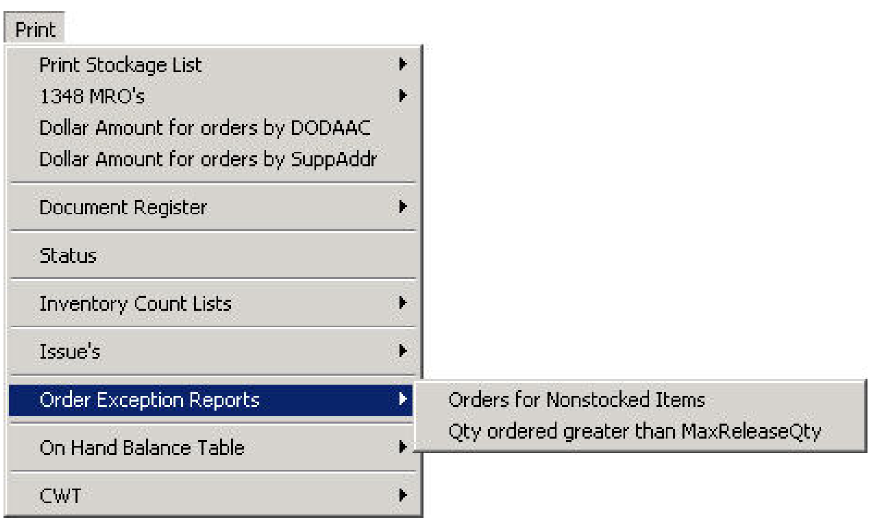


NOTE: If you selected [Issue To] block during your issue to customer: **Lesson 9.3**, the report will print individual records for each of your customers. If you don't remember; look at the bottom right corner in the Page # of # or select Page arrow on the top left corner of Report Preview screen. Selecting the latter will allow you to scroll through your issues for specified time frame.

- **Issue Management Report**: This report allows you to print the day's issuing activity, by [Total Lines issued and the Total Costs] similar to the [Issuing Report by date] except there is no breakdown of the issue items. You will be given the option to print the Issue Management Report from any day through the current day as long as it is within the last 90 days. A runtime field will prompt you for the date of the first day you wish the report to run. Enter the date just like the example date given.

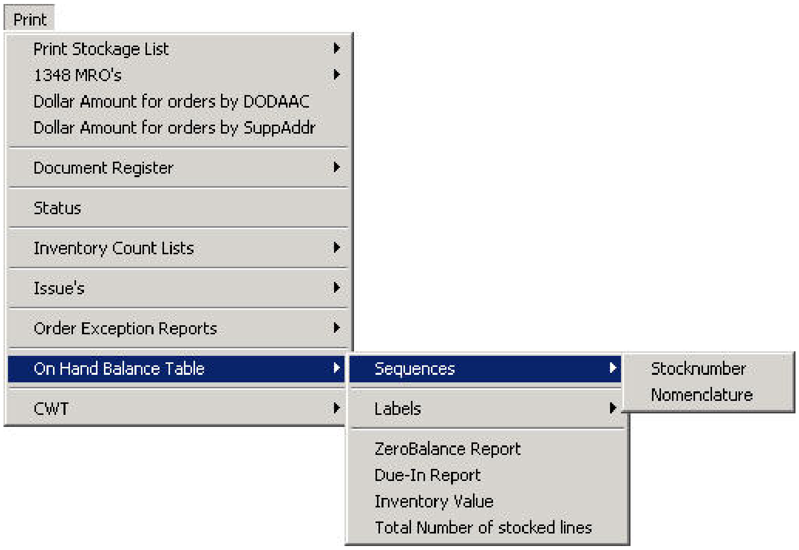


11.9. Order Exception Reports:

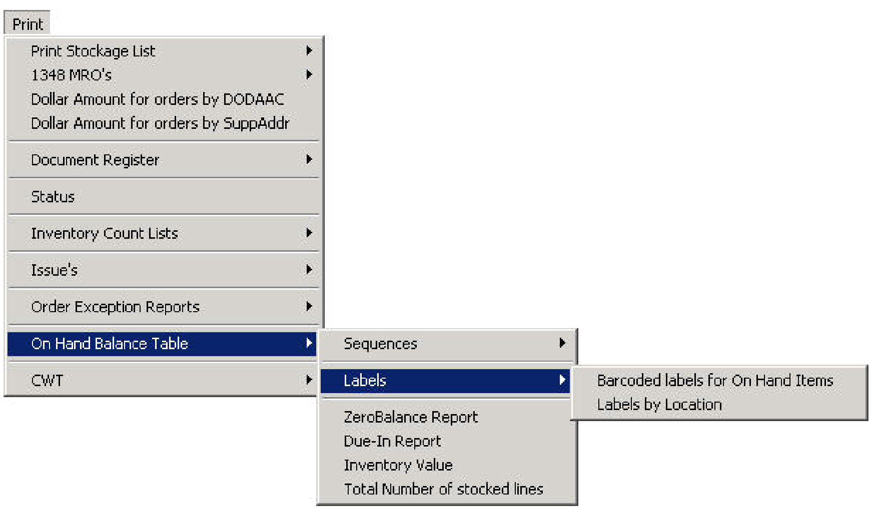


- Allows you to print Order Exception Reports for [Nonstocked Items] and [Quantity ordered greater than Max Release Quantity]

11.10. On Hand Balance Table:



- **Sequences**: This report allows you to print your Local Stock Record Table in either a Stocknumber or Nomenclature format.



- **Labels**: This report allows you to print the Barcoded labels for On Hand Items and Labels by Location of your on hand stocks.

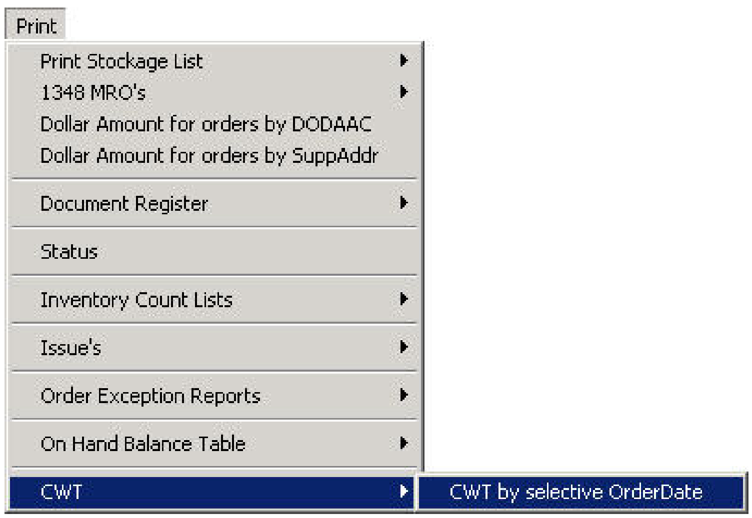
- **Zero Balance Report**: You can also print your Zero Balance Report. So, if you are using the stock record table to track your supplies you can print a Zero Balance Report of all items that are zero balance.

- **Due In Report**: This option also allows you to print a Due In Report for all items due in to you. Again this is only applicable if you are keeping accurate records on your stock in the stock record module.

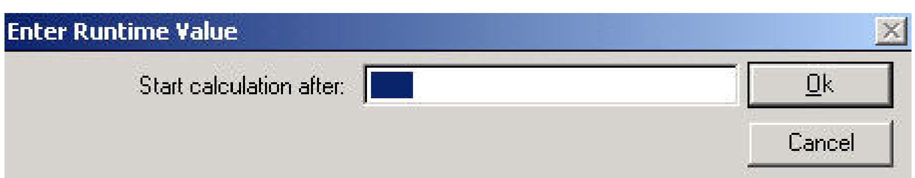
- **Inventory Value**: The <u>Inventory Value</u> report allows you to see all item free issue and regular items you have placed on the orders screen.

- **Total Number of stocked lines**: Finally, the <u>Total Number of stocked lines</u> report gives statistics of your current stock record table. The report will quickly tell you how many items you currently have stocked and the number of items with a zero balance above (one) 1.

11.11. <u>Customer Wait Time Calculated</u>: This report allows you to see and print the time the customer had to wait for issue of requested item.



- Enter date on the Runtime Value prompt.



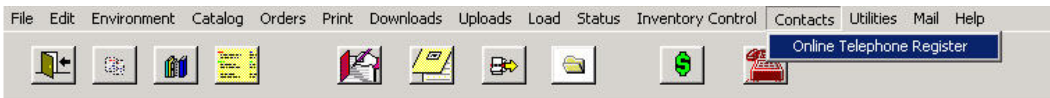
- Two columns, the Order Date and the Received date determine the CWT. An average of the CWT is given on the lower right hand of the printed document.

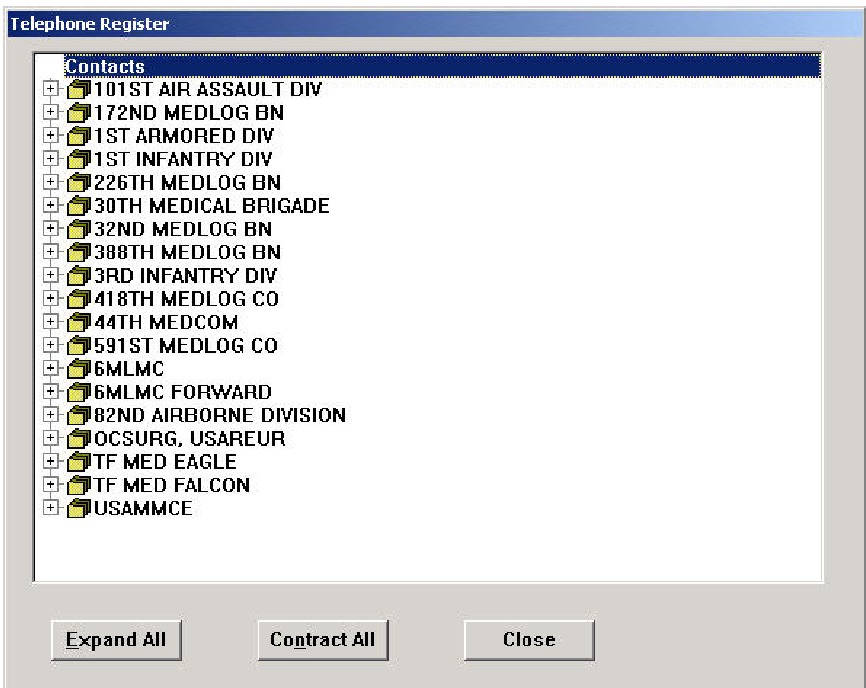
Lesson 12. Contacts

12.1. Online Telephone Register

To view the Online Telephone Directory:

STEP	ACTION
1	Click on **Contacts** and then Click on **Online Telephone Register** or simply Click on the icon picture of the **red telephone**.



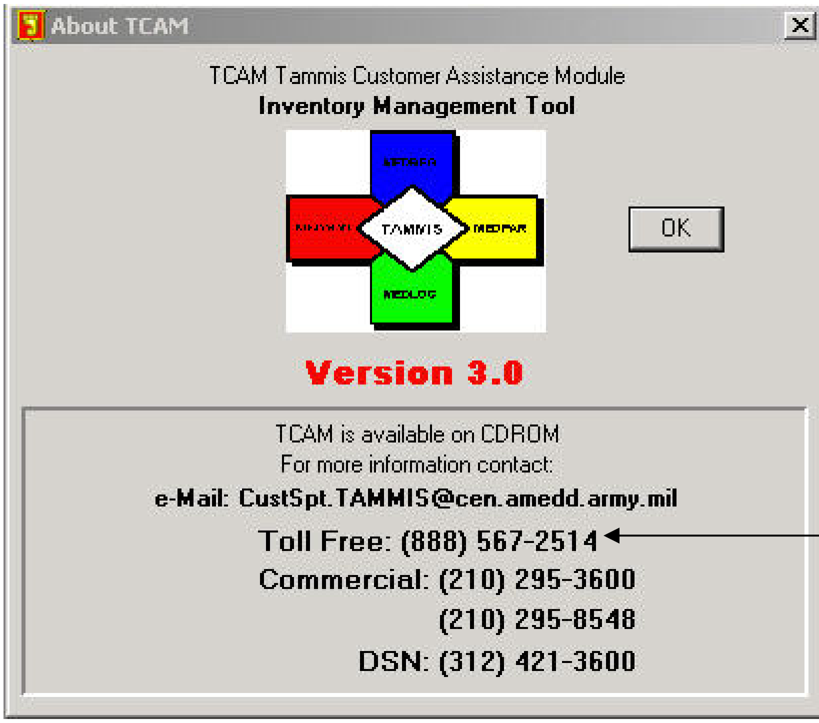


STEP	ACTION
2	**To expand** a specific division: Double click on the applicable folder. To **expand all** of the divisions click on the **Expand All** tab. To close them all, click on **Contract All**.

12.2. TCAM Point of Contacts

If you are having trouble with TCAM or have specific questions not answered in this handbook, please contact your Customer Support Representative or the TAMMIS Help Desk.

HELP DESK



TAMMIS CSO
(Customer Support Officer)

Lesson 13. Utilities Menu

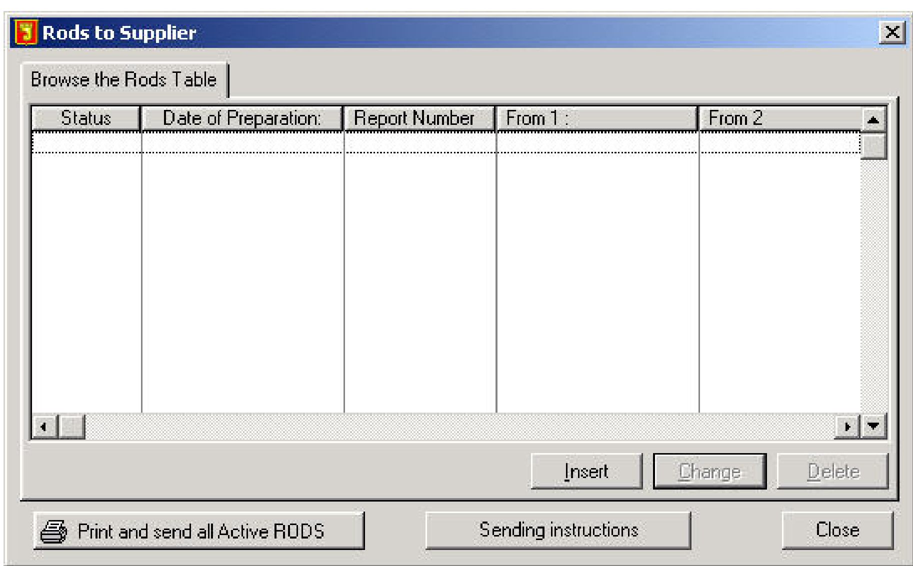
13.1. Utilities Menu

This menu contains five functions giving you the ability to maintain your system and reduce manual paperwork. These functions are Report of Discrepancy Submission, Maintain Contacts, Price Change tool, TCAM Backup, and Load Push Package.

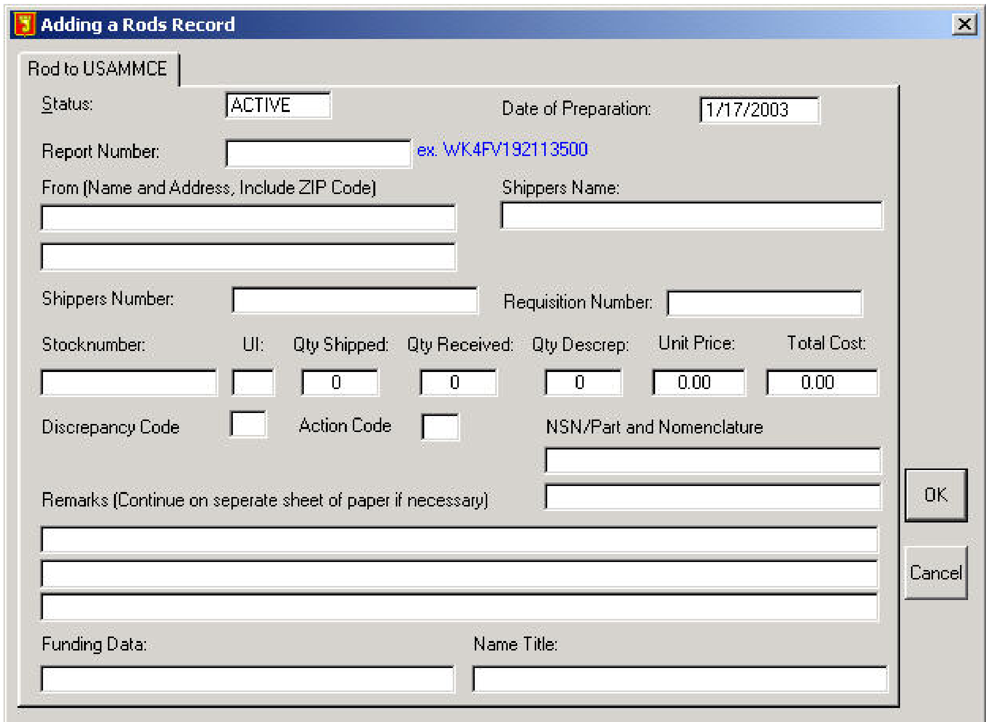
13.2. Reports of Discrepancy (ROD's)

This function allows you to prepare, submit, and follow up on ROD submissions.

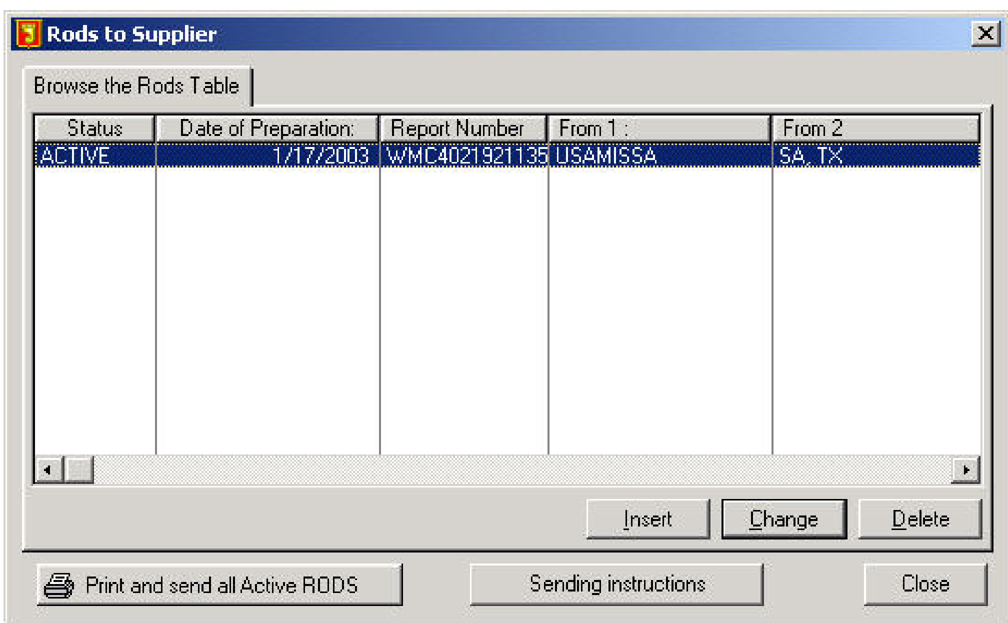
STEP	ACTION
1	To prepare a ROD, Click on **Utilities** from the menu bar and Click on **RODs.**
2	The RODs screen will open showing information currently in the system.



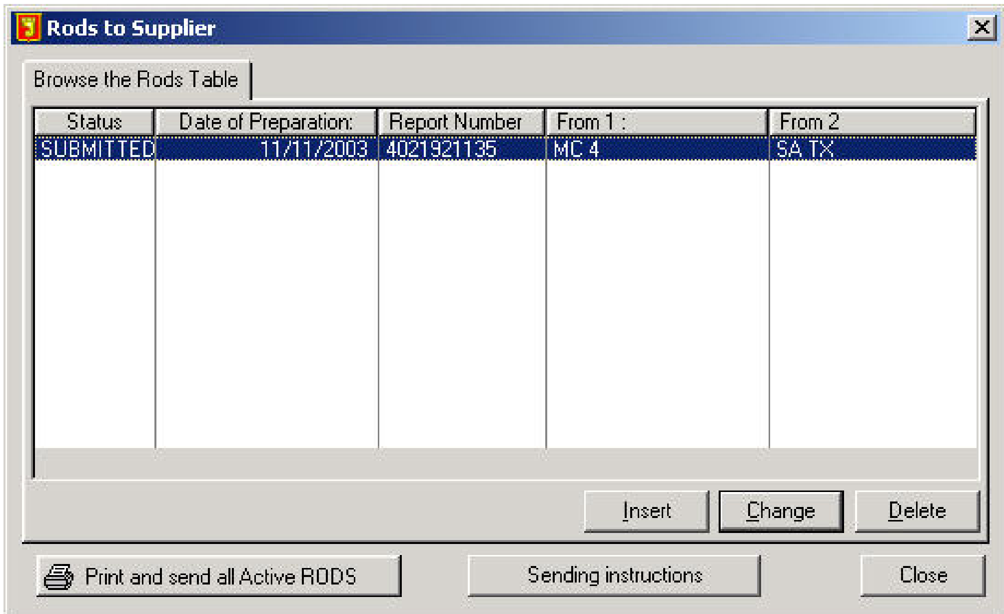
STEP	ACTION
3	Click on **insert,** the [Adding a Rods Record] window will open.



STEP	ACTION
4	Fill in the blanks according to the labels using the **TAB** button on your keyboard to move from box to box. Click **OK** when you're finished.
5	After the screen disappears, the RODs screen will remain showing your latest entry as 'ACTIVE'.



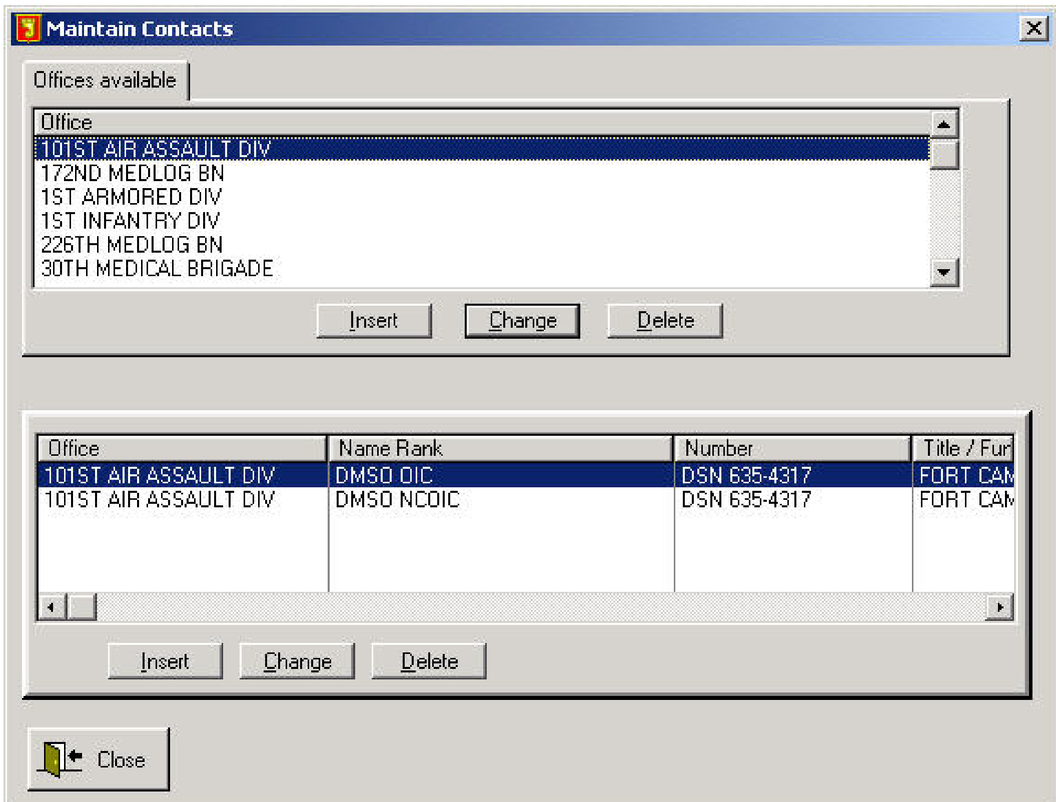
STEP	ACTION
6	**Repeat** the process **as needed**
7	To **submit a ROD**, after inputting all appropriate information, Click on **PRINT AND SEND ALL ACTIVE RODS** This will send all active RODs to your supplier. Since USAMMCE is the only organization with an automated RODS process, you do need to fax a printed copy of the ROD to your supplier.



13.3. Maintain Contacts

Within this module you can establish your own contacts.

STEP	ACTION
1	Click on the **Utilities** tab and then select **Maintain Contacts**, the [Maintain Contacts] window will open. **Note**; You can choose to either **Insert**, **Change** or **Delete** an Office in the *Offices available tab*, this is the upper display in the Maintain Contacts window. Notice the [Change] tab is the default.



STEP	ACTION
2	To **Insert** an Office; select the **Insert** tab. In the [Adding a Contact] window type in Office name and Click **OK**. **Note**: You will also have to add the office information (Name Rank, Number, and Title/Function) on the lower display. **See step #5**.

STEP	ACTION
3	To **Change** an Office; highlight the Office and select the **Change** tab. In the [Changing a Contact] window type in the change and Click **OK**.

STEP	ACTION
4	To **Delete** an Office; highlight the Office and select the **Delete** tab, in the [Maintain Contacts] window. Confirm the delete action by pressing **OK**.

STEP	ACTION
5	To add (Name Rank, Number, and Title/Function) on the lower display. Highlight the Office in the upper display and select the **Insert** tab. Fill the fields in the [Adding a Phones Record] window and press **OK**.

STEP	ACTION
6	To **Change** (Name Rank, Number, and Title/Function) on the lower display. Highlight the Office in the upper and lower display, if more than one is displayed, select the **Change** tab. Fill the fields in the [Changing a Phones Record] window and press **OK**.

STEP	ACTION
7	To **Delete** a record on the lower display. Highlight the Office in the upper and lower display, if more than one is displayed, select the **Delete** tab in the [Maintain Contacts] window. Confirm the delete action by pressing **OK**.

Once you have updated your contacts they may be viewed using the Online Telephone Register tool discussed in **Lesson 12**.

PRACTICAL EXERCISE

Add your unit and your name to the Online Telephone Register using the Maintain Contacts utility.

13.4. Price Update Tool

The price update tool, when activated, will update the unit of issue prices in your stock record file. TCAM correlates your records with the supplier stock listing and identifies those prices that have changed and automatically updates the prices in your stock record file.

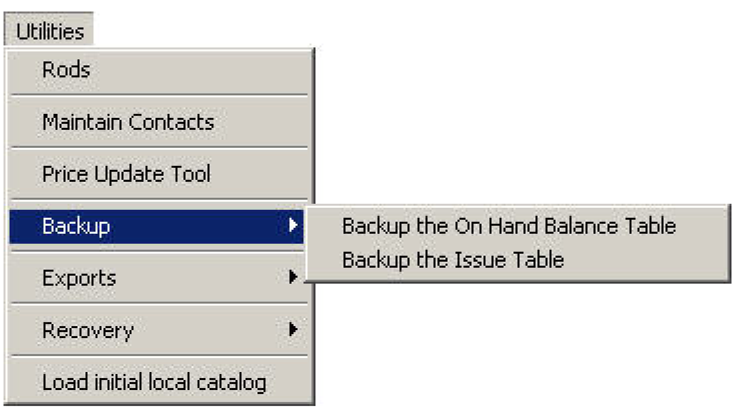
The Price Update Tool is activated by opening the '**Utilities**' menu, then Click on **Price Update Tool** or Click on the dollar sign icon.

A processing screen will appear and then a ReadMe message. To close, Click **OK**.

13.5. TCAM Backup

This feature allows a backup of important information contained in your workstation. Click **Backup** on the 'Utilities' menu and select which table you want to backup. Only two options are given:

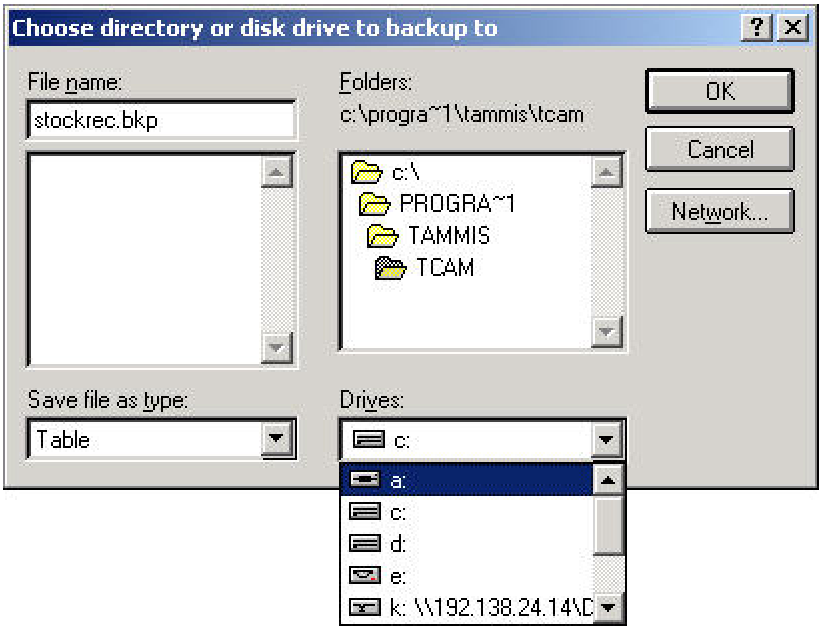
1. Backup the On-Hand Balance Table
2. Backup the Issue Table



This will give you the ability to save your inventory information and save your past issues to a backup disk.

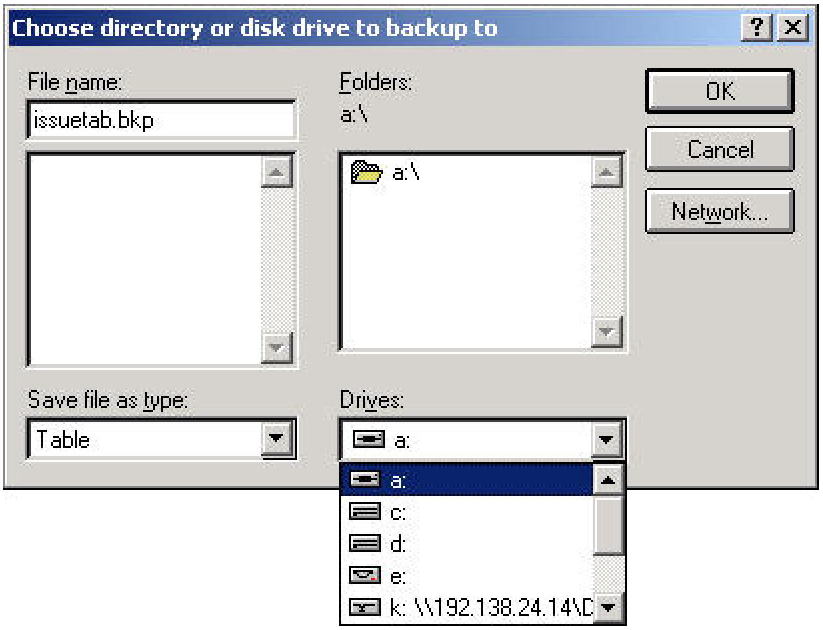
To backup either table: Click on 'Utilities' menu, highlight **Backup** and select table for backup. Follow the instructions. Both files are small and can fit on a regular 1.44MB 3 ½ inch floppy disk.

To backup the **On Hand Balance Table**, select the drive (A:) and Click **OK**.



Click **OK** again and wait for the data to save.

To backup the **Issue Table**, insert a disk in drive (A:) and Click **OK**.

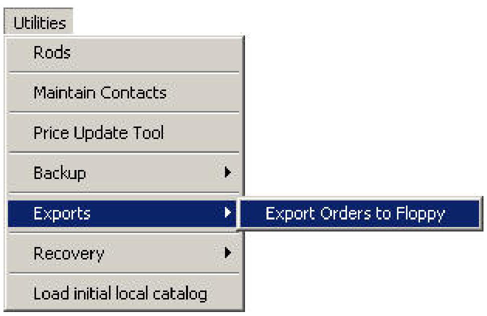


Click **OK** again and wait for the data to save.

13.6. Export Orders to a Floppy Disk

Export Orders to Floppy Disk: This feature allows you to create a floppy disk order file for transfer to a different PC for transmission (either via File Transfer Protocol on the NIPRNET or as an attachment on a classified (SIPRNET) message).

STEP	ACTION
1	Click on the **Utilities** tab, then point to **Exports**, and Click on the **Export Orders to Floppy** [a ReadMe] window will open. Insert disk into A: drive and Click **OK**.

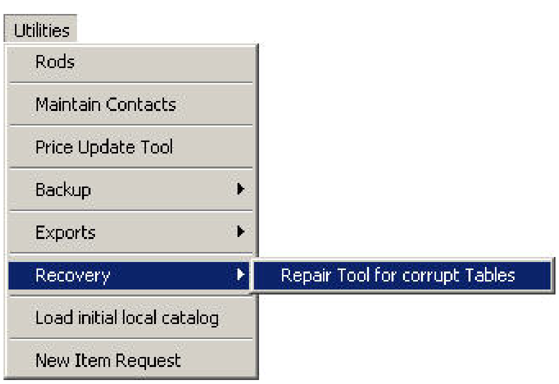


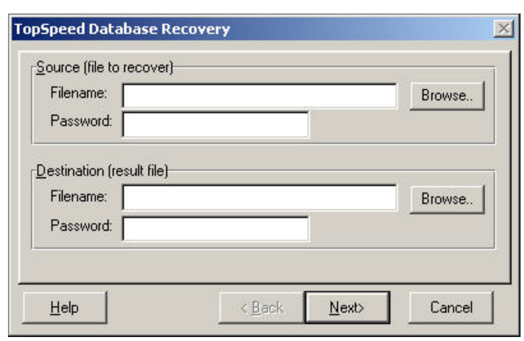
The file will be transferred and given a name in the (A: drive).
See **Appendix A** for instructions on viewing the order on the A: drive.

13.7. Use of the Recovery Module in TCAM

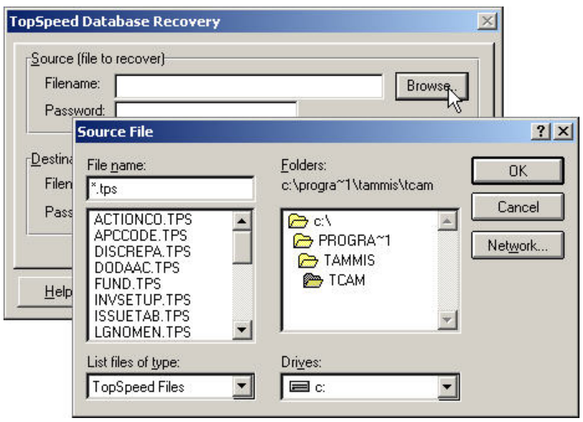
This utility allows you to "repair" a corrupted table on the TCAM database. For example the On Hand Balance Table discussed in **13.5** above. This is assuming that the data was backed-up to either the C:\ drive or an external storage device.

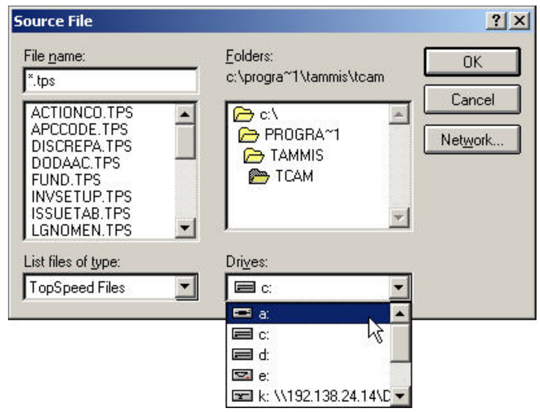
STEP	ACTION
1	Click on the **Utilities** tab, then point to R**ecovery**, and Click on the **Repair Tools for corrupt Tables** [a TopSpeed Database Recovery] window will open.



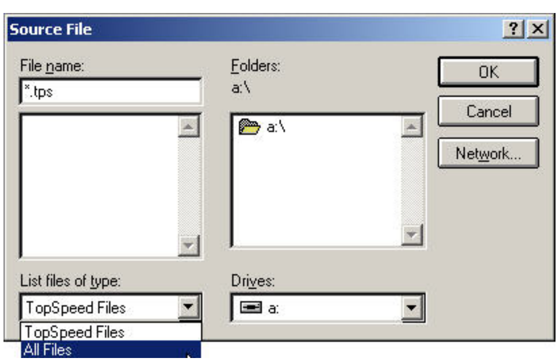


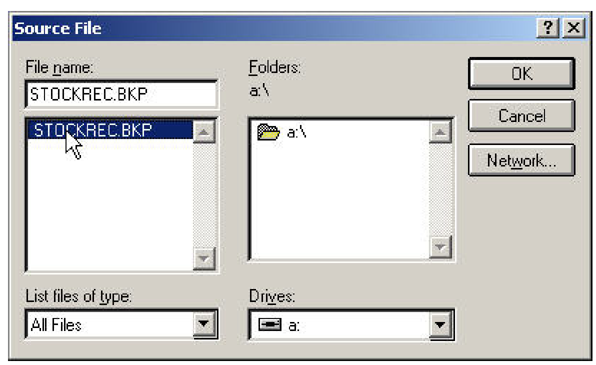
STEP	ACTION
2	To select the **Source**: Click on the **Browse** button. The Source File window will appear. Then select <u>**a: drive**</u> from the Drives dropdown box. **Note**: The <u>Source</u> is where the uncorrupted or backed-up table is found. The <u>Destination</u> is the table that you are trying to recover.



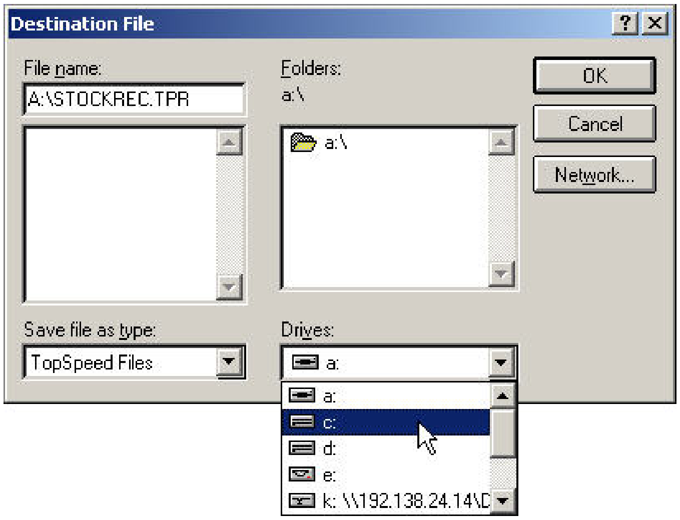


STEP	ACTION
3	Select the <u>**All Files**</u> from the <u>List files of type</u> dropdown list. Then click on the **STOCKREC.BKP** to move it into the File name box. Click on **OK** to finish the <u>Source</u> selection.

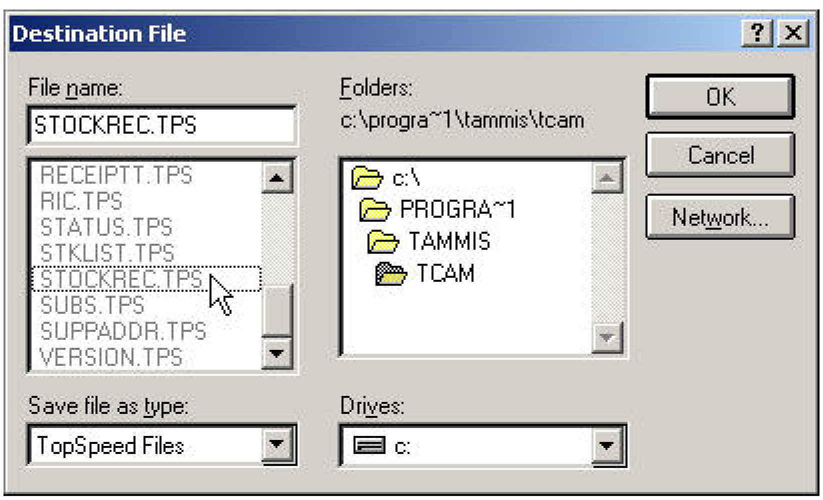




STEP	ACTION
4	Select the **Destination** at the Database Recovery window. **Note**: The <u>Destination</u> is the table that you are trying to recover. To select the **Destination**: Click on the **Browse** button. The Destination File window will appear. Then select <u>**c: drive**</u> from the Drives dropdown box.

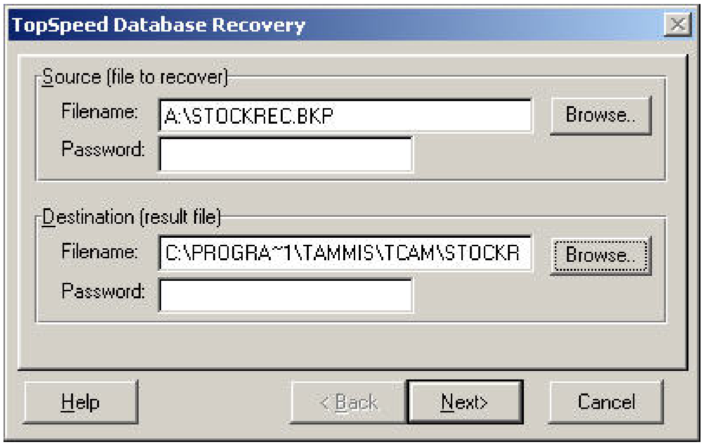


STEP	ACTION
5	Scroll down the file name list and select the **STOCKREC.TPS** file. Then click on the **STOCKREC.TPS** to move it into the File name box. Click on **OK** to finish the Destination selection.

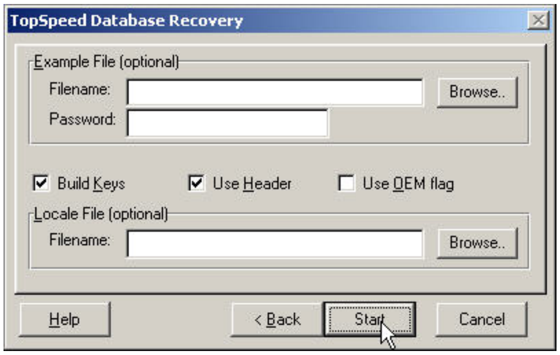


STEP	ACTION
6	A Destination File window will open with a message, select **Yes**.

STEP	ACTION
7	At the TopSpeed Database Recovery window select, **Next**.

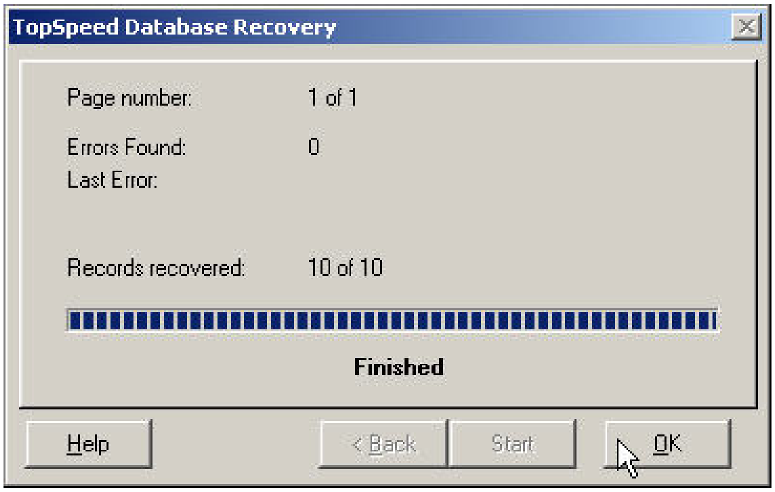


STEP	ACTION
8	At the TopSpeed Database Recovery window select, **Start**. In the Warning window select **Yes** to Overwrite.



STEP	ACTION
9	At the Warning window select **Yes** to continue with recovery.

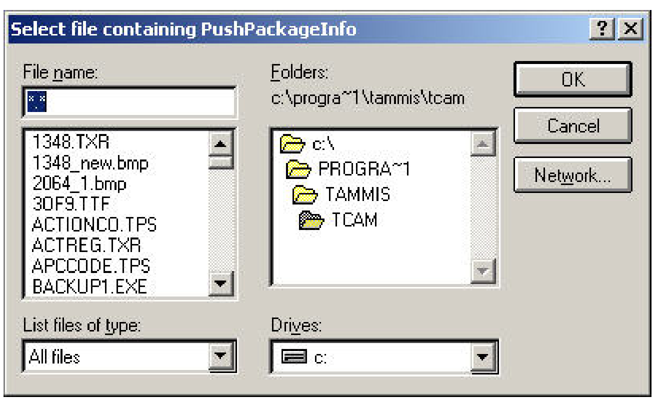
STEP	ACTION
10	Once the recovery process is finished, click **OK**.



13.8. Load initial local catalog [Load Push Package]

This is for those units that need to get out the door quick with a load of supplies without having to manage a stocked supply themselves. Units must coordinate with the TAMMIS Project Office to prepare these packages. You can keep a list on your PC and will also receive a diskette with the package. After clicking on this menu option, you'll be asked to identify the directory where the listing is located. TCAM will load the information, receive the materiel, and update your stock record file.

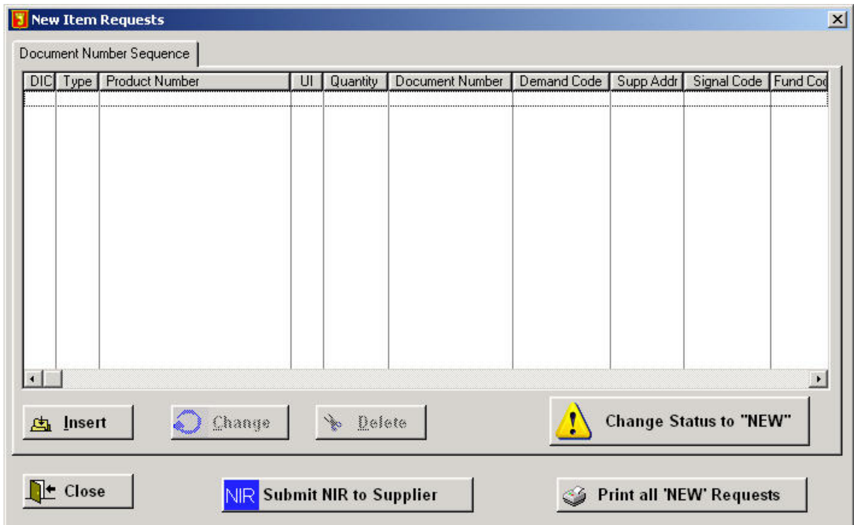
To load Push Package; Click on 'Utilities' menu, select **Load initial local catalog,** identify the directory and Click **OK**.



13.9. New Item Request (NIR)

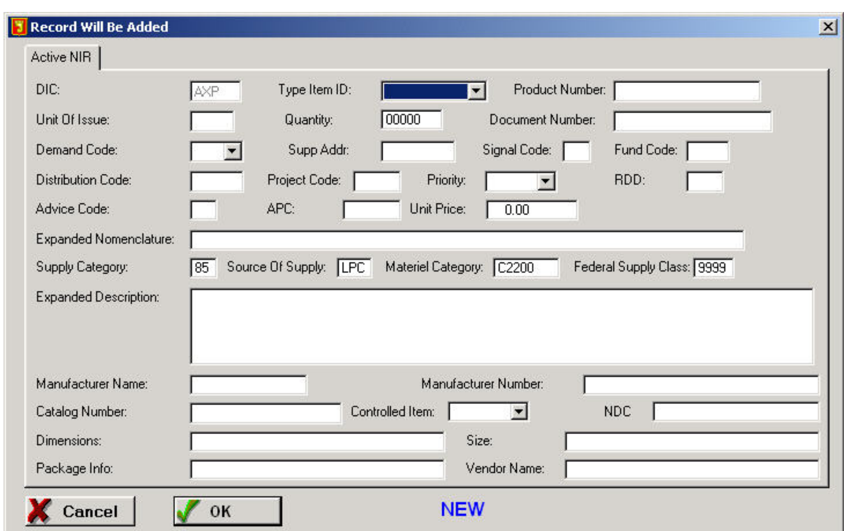
The (NIR) allows the user to submit a request for an item that is not currently cataloged by their supplier. The user needs to ensure that an **sendnir** profile is created and as much information as possible is loaded into the (NIR) in order for the TAMMIS activity to process the request without delays.

STEP	ACTION
1	Click on the **Utilities** tab, then select **New Item Request** tab.

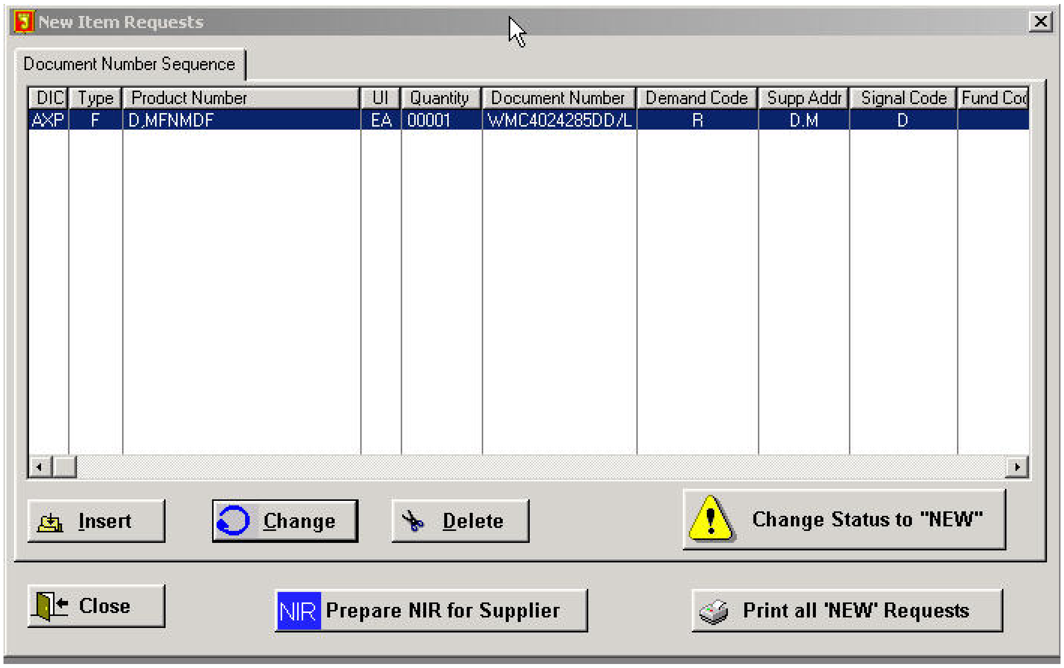


With the New Item Requests window you can build and submit your new item requests to your supplier.

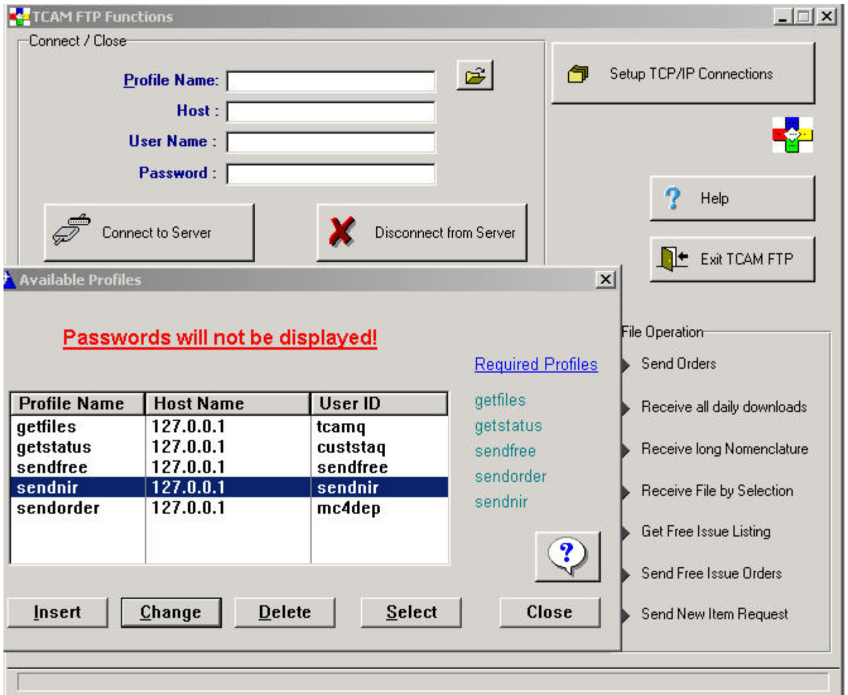
STEP	ACTION
2	To create a request, Click on the **Insert** button and fill out as much information on the screen as possible.

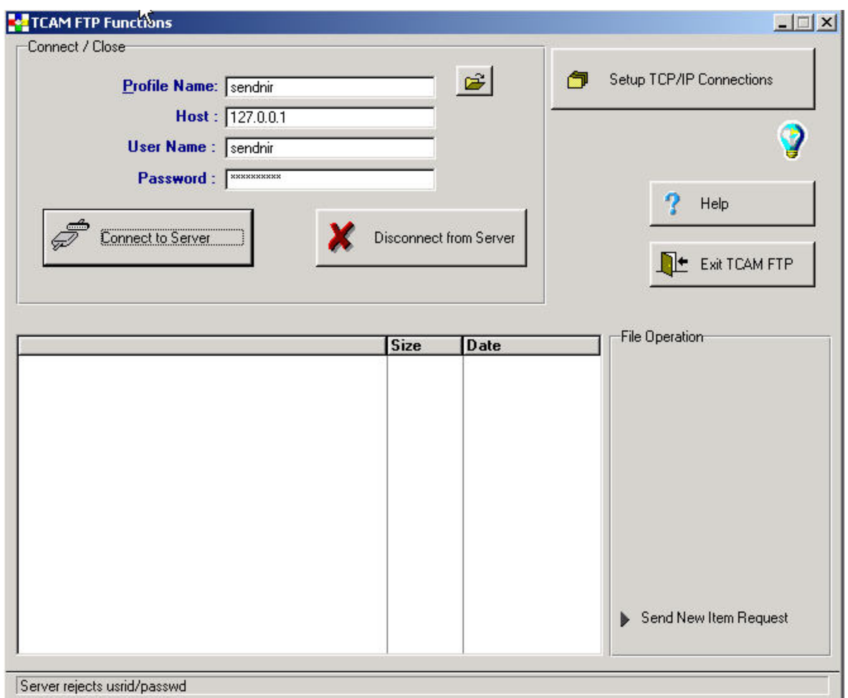


STEP	ACTION
3	Click the OK button to add this to the New Item Requests screen.



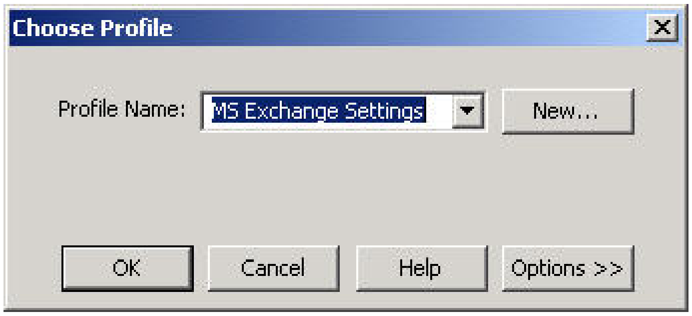
STEP	ACTION
4	Once added to the NIR screen, click the **Prepare NIR for Supplier** button. This will take you to the profiles screen where you will choose sendnir profile. Click on then click on **send new item request.** Your new item request will be sent to your supplier and processed. **Note**: If you want to change your request before sending it simply click **Change** and amend as necessary. If you want to delete the record highlight the record and click on the **Delete** button. You can also change the status of the request by clicking the **Change Status to "New"** button. You may print the request to maintain a hard copy for your records by selecting the **Print all "NEW" Requests** button.





Lesson 14. Mail

Once you start a session of TCAM the first screen you will see is the Mail profile screen that TCAM uses.



The drop down menu allows you to specify the profile to use if you have more than one profile loaded on your system. By clicking **OK** that profile is accepted and TCAM will open. If you are away from your LAN and don't have a modem connection just click on **Cancel** to start TCAM without mail functionality.

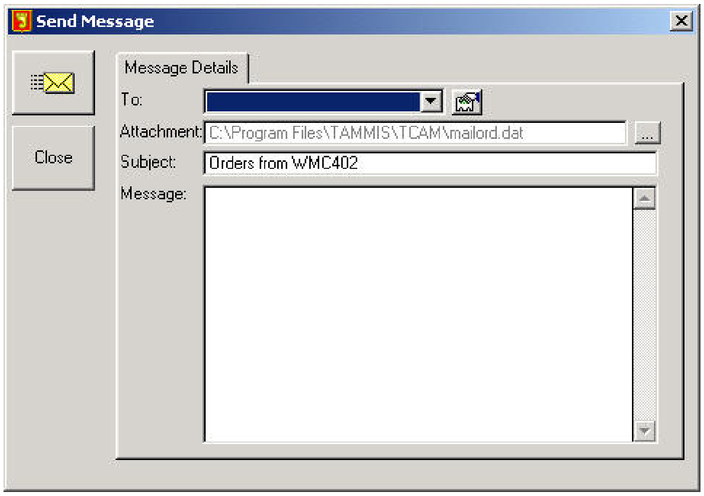
The mail functionality was added to TCAM to send orders via Mail if the FTP connection doesn't work.

To send an order file the order has to be **converted** from a TPS format into a readable ASCII file

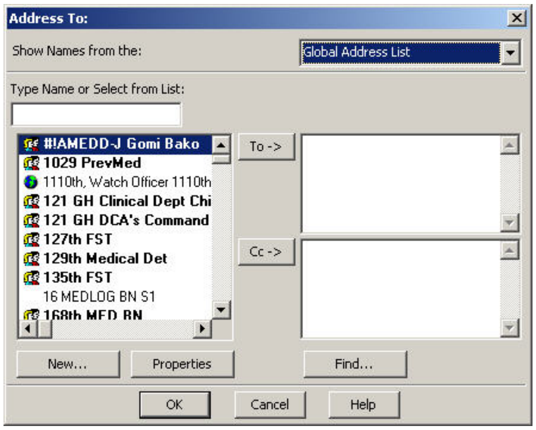
You can reach the mail function by clicking on **Mail** from the main menu, then Click on **Prepare Order to be send via E-Mail**, the conversion will be done into filename **mailord.dat**.

You may see a message that the file(s) are being converted or it may just flash.

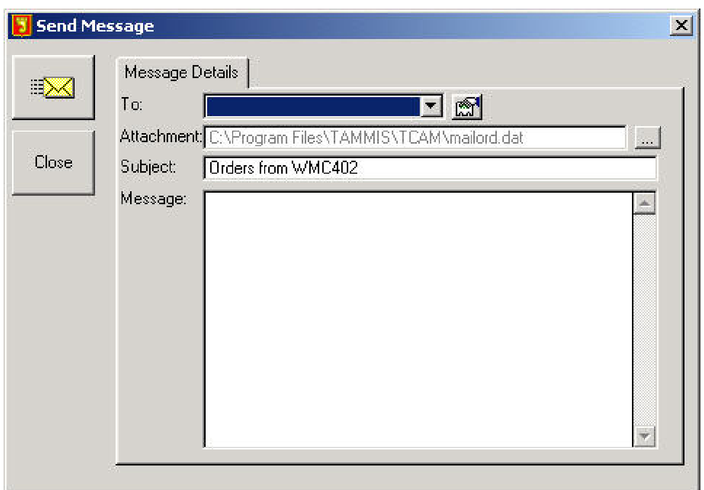
Click on Mail from the main menu, and then select **Send Mail**. The program will open the following screen:



In the "**To**:" entry screen, **<u>Click</u>** on the icon  on the right near the drop down arrow, this will open your **address book** for selection.

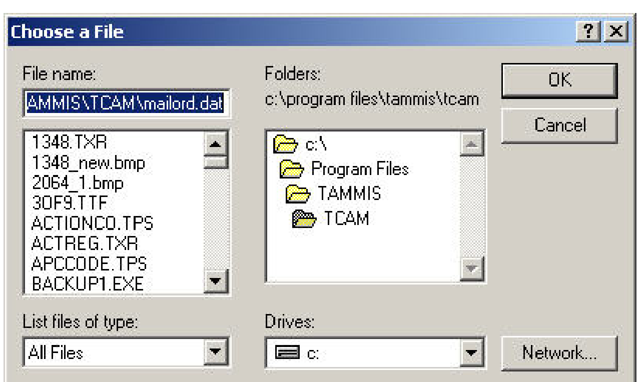


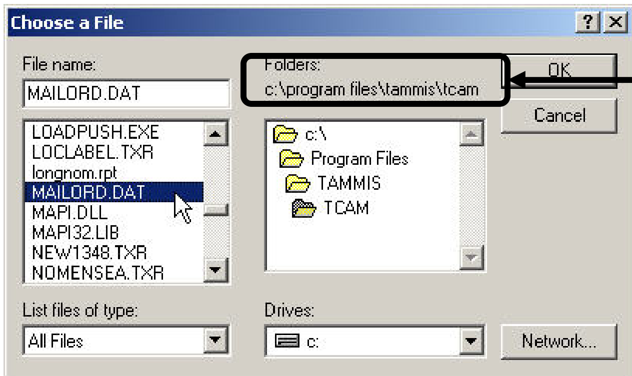
Enter your **subject** and specify the **attachment** if applicable.



If the mailord.dat file is not in the attachment window you can browse your drives to find and select it.

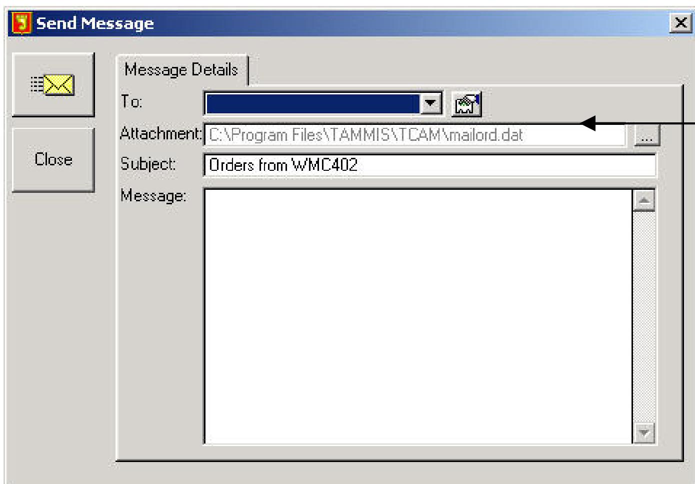
To **browse** your **drives** Click on the icon  right of the attachment input line.





The folder path is;
c:\program files\tammis\tcam\mailord.dat

To send this file, choose the file "**<u>mailord.dat</u>**" from the directory. Click **OK**.



Then select Send Mail [the Envelope icon ] to send. In the <u>message</u> field you can write your message.

Lesson 15. RO Calculation

15.1. RO Calculation

In order to calculate how much of a particular item you should keep in your storage area, you need historical data. TCAM can provide that information to you after using it as an inventory tool for 30 days or more. TCAM will tell how much you have issued over the last 30 and 90 days. Whichever figure you use is a judgment call on your part. The 90-day figure will give you a stronger daily average and smooth out surges. However, the 30-day figure is useful when you see a recent increase in usage of an item. Using this information, you need to calculate (manually) the average daily amount used. This is your usage rate. This factor is used in all of your calculations that will follow. Follow the steps outlined below to calculate your stock requirements.

1. Calculate amount used per day. Divide the number used by the number of days over which the item was issued.

   For 30 days: X / 30 = Y
   For 90 days: X / 90 = Y

   X = Number of units issued
   Y = Daily usage

Example: TCAM tells you that 14 units were issued over the last 30 days and 41 over the last 90 days.

   For 30 days: 14 / 30 = 0.45
   For 90 days: 41 / 90 = 0.45

2. Determine the number of days of supply for a particular item you need to keep on hand to sustain your facility's operations. This will be your Operating Level in Days. Once established, calculate the number of units required to maintain the established days of supply. This will be your Operating Level.

Example: You establish 20 days as you Operating Level in Days. Calculate the Operating Level using your Daily Usage.

   Operating Level in Days: 20
   Daily Usage (from previous example) Y = 0.45

   Y * 20 = OL

   0.45 * 20 = 9

   Operating Level (OL): 9

3. Determine the Order and Ship Time in Days. This means looking at how long an item takes to arrive after placing an order. Then determine the number of items that would be used over this time period.

Example: Let's assume this item normally takes eleven days to arrive after ordering it.
   So:

   (OSTD) * Y = OSTL

   Order and Ship Time in Days (OSTD): 11

Y = 0.45

   11 * 0.45 = 5 (4.95 rounded up)

   Order and Ship Time Level (OSTL): 5

4. Determine your Safety Level in Days and calculate your Safety Level. This gives you a margin for the unexpected like increased demands or delays in shipping.

Example: Establish a Safety Level in Days then use the Daily Usage to convert into the Safety Level.

SLD * Y = SL

Safety Level in Days: 15

15 * 0.45 = 7 (6.75 rounded up)
Safety Level (SL): 7

5. Determine the Objective Point and Reorder Point to be entered into the Stock Record Table in TCAM. This brings all of your figures together. The three separate levels are added together (Operating Level + Order/Ship Time Level + Safety Level) to give you the Objective Point for ordering. Your Reorder Point is established by adding the Safety Level and Order/Ship Time Levels. When your stock is at or goes below this number you need to reorder an amount that will get you back to your Objective Point. (If there are requisitions due-in on the same item, deduct the amount due-in from the amount you need to reorder to keep from overstocking.)

Objective Point Level
(OP Level = OL + OSTL+ SL):

Operating Level (OL): 9
Order and Ship Time Level (OSTL): 5

Safety Level (SL): 7

Objective Point Level (OP level): 21

Reorder Point
(ROP = SL + OSTL): 12

Lesson 16. Installing the Barcoding Label Capability

Install Barcode

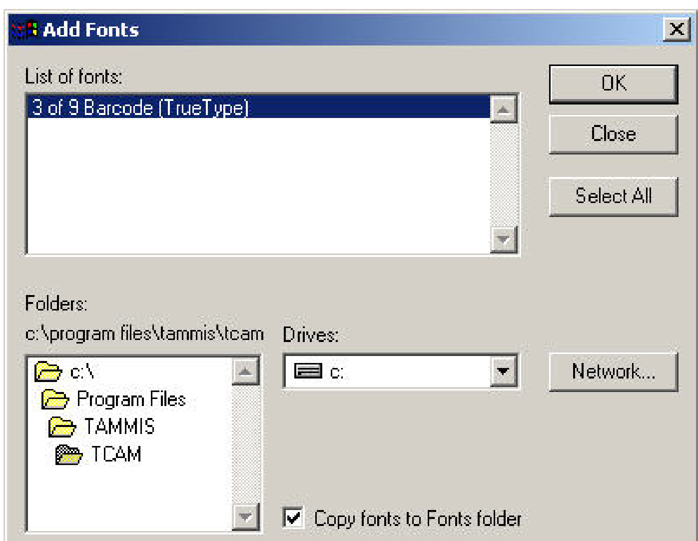
This program has the capability to access input via barcode scanner reading 3 of 9 format. You must have a printer capable of printing 3 of 9 format barcodes to use the print capability.

Go to Start on your desktop > Go to Settings > Click on Control Panel >
Double Click on Fonts > Click on File in the upper left menu screen >
Click on Install New Font >

Change the Folder/Directory to d:\Program Files\TAMMIS\TCAM.
To do this click on the [d:\program files\tammis\tcam]

Double click on the TCAM folder and in the window above labeled [List of Fonts] the words 3 of 9 Barcode (True Type) font will appear.

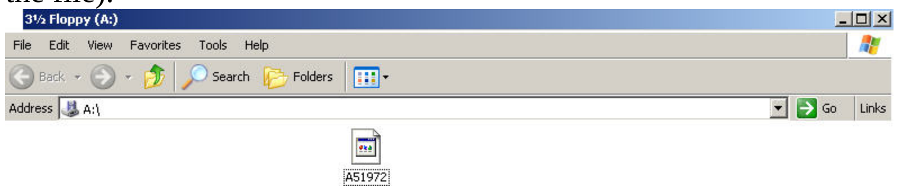
Highlight the words 3 of 9 Barcode (True Type) inside the window by clicking on it. Then Click **OK**.

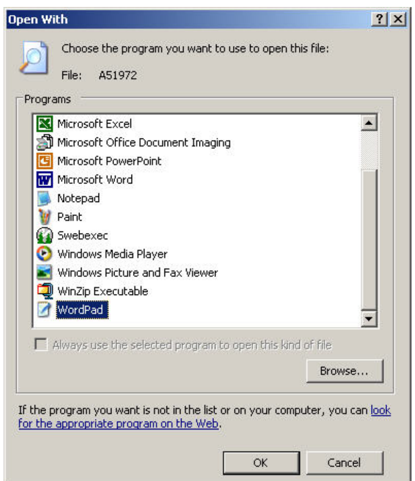


Close the font window > Close the Control Panel > The Barcode capability is installed

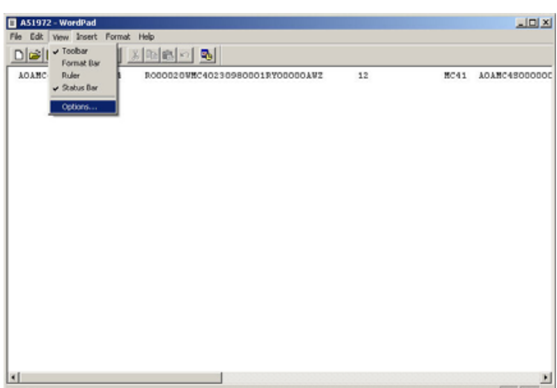
Appendix A View Exported Orders

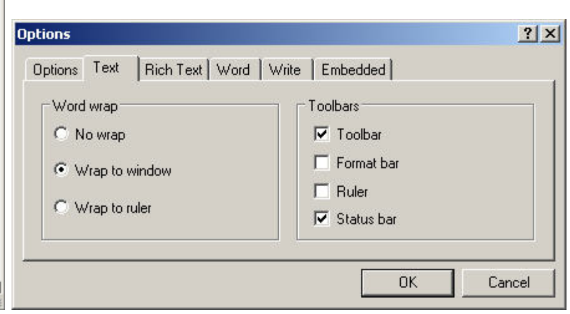
To view the orders exported to the A: drive, follow these instructions;

STEP	ACTION
1	To view your order, open the file on the A: drive then (**Double click** on the file).  Select, open with [WordPad] in the Open With window.

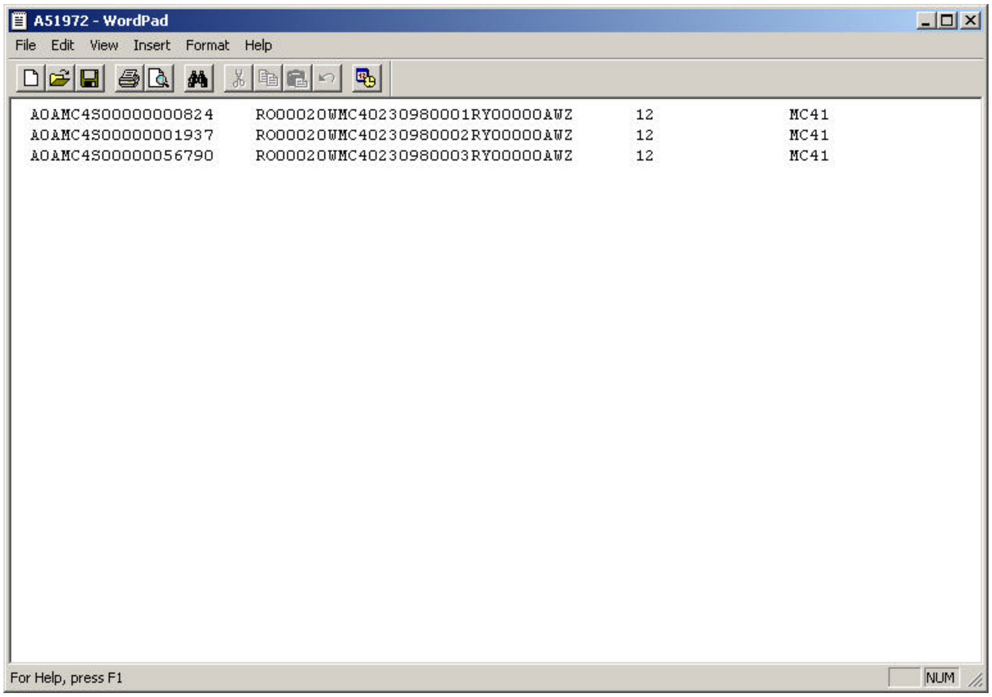


STEP	ACTION
2	The order will open in a line format across the screen. To view the order in a column format, Click on **View** then **Options**. Select [Wrap to window] and Click **OK**. **Note**: You may have to resize window for proper display.





STEP	ACTION
3	Inspect your order and close WordPad. Your order is ready for transmission either by FTP or as an attachment to a message.



Appendix B Relay Orders from a Floppy Disk

Relay Orders from a Floppy Disk to TAMMIS

A laptop with TCAM and connectivity may be used to relay orders from a customer that has lost connectivity with their Source of Supply. After the orders are downloaded to a floppy follow the following instructions. With connection to a LAN / SIPRNET (secure net):

STEP	ACTION
1	Open the e-mail service
2	(If using MS Oulook) Select **NEW** to begin message.
3	Input recipient of the message in the **To** box.
4	In the **Subject** box you can input (TCAM orders) or a similar subject.
5	You may select to write a short message.
6	**Insert** Disk into A:\.
7	**Attach** the file and **Send**.

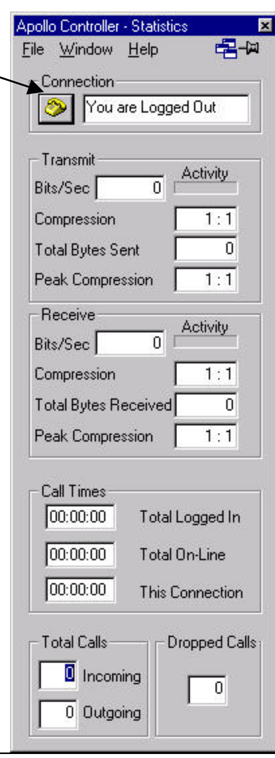
Appendix C Iridium Direct Internet connection

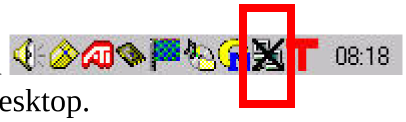
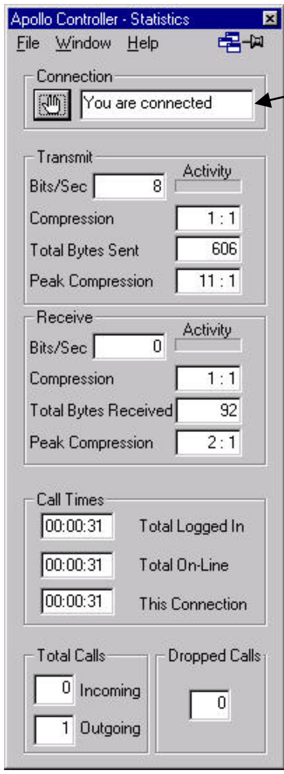
Configuring the Standalone system to communicate using the Iridium Direct Internet capability

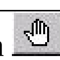
The Iridium phone can be used, when LAN connectivity is not available, to access the IP address of your SOS (source of supply). This will allow you to send orders and get status individually. Downloading the catalog, considering the size of the catalog, is very time consuming and not advisable.

The configuration must be done by the System Administrator using the MC4 Document titled "Installation Procedures for Iridium Direct Internet Software". This document is an attachment to this guide or may be found in the Administrator's Documents folder on the desktop. This folder can only be viewed when you login as an Administrator.

Once the software has been loaded the user can connect the Iridium phone to the CF-48 to establish connectivity.

STEP	ACTION
1	Double click on the **Shortcut to Apemctrl.exe** icon on the desktop. 
2	At the **Apollo Controller-Statistics** window; **click** on the telephone icon. 

<table>
<tr><td></td><td>Note: If you do not see the Apollo Controller-Statistics window double click the connection icon  located on the lower right hand of the desktop.
This action should give you access to the window.</td></tr>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3</td><td>The connection window will display your connection status.


Once connection is establish you may contact your SOS using TCAM.</td></tr>
<tr><td>4</td><td>To terminate connection click on the hand icon . Then click the X on the top right hand to close the Apollo Controller-Statistics window.</td></tr>
</table>